

BARTON

LIBRARY

Dare to Know

Circulation Guidelines

Responsibility for Borrowed Items

- Patrons are responsible for all material borrowed using their Library account.
- Parents or guardians are accountable for items borrowed by their children.

Access to Materials

- The Barton Library provides access to all materials and services for everyone.
- See the second page for circulation periods.

Due Date and Reminder Notices

- Patrons will receive reminders about item due dates, as well as additional notices during mid-term and at the end of the term.
- Overdue notices will be sent via email and mobile phone.
 - If needed, reminders may also be sent via WhatsApp by the Director of Library and College Archives.
 - For community members without mobile phones, the Library Assistant, Circulation Services, will call directly.

Overdue Items and Fees

- A processing fee of \$10 will be charged for each overdue print item.
- Lost or damaged items must also be replaced.
- Borrowing privileges will be suspended if a patron has more than five overdue items or one item overdue for 45 days or more (classified as “long lost”).
- Privileges will be reinstated once items are returned or replacement costs are paid.

Electronic Device Checkout

- Overdue electronic devices are subject to separate rules outlined in the **Electronic Device Checkout Agreement**, available at Murphy’s Landing.

Contact(s): Director of Library and College Archives

Related Forms:

Relevant Guideline(s) or Plan(s): [Borrower Registration](#); [Collection Development Plan](#); [Lost or Damaged Materials](#); [Suspension of Library Privileges](#)

Approved by: Darren L. Ivey

Effective: 12/06/2021

Revision(s): 01/27/2025

Circulation Parameters

Students and Faculty/Staff

Library Material	Circulation Period (Days)	Max Items	Renewal
Audiovisuals	Students: 7 / Faculty: 30	Students: 5 / Faculty: 5	No
Books	Students: 30 / Faculty: 30	Students: 10 / Faculty: 10	Students: 1 / Faculty: 1
Electronic Devices	Students: 30 / Faculty: 30	Students: 1 / Faculty: 1	No
Games	Students: 7 / Faculty: 7	Students: 5 / Faculty: 5	No
Headphones	0 (In-library use only)	1 (In-library use only)	N/A
Periodicals (Serials)	0 (In-library use only)	Unlimited (In-library use only)	N/A
Reference Books	Students: 7 / Faculty: 30	Students: 5 / Faculty: 5	No
Reserve Materials	Students: Semester / Faculty: Semester	Students: 5 / Faculty: 5	No

Community Members

Library Material	Circulation Period (Days)	Max Items	Renewal
Books	14	5	1
Audiovisuals	7	5	No
Electronic Device			
Games	7	5	No
Headphones	0 (In-library use only)	1 (In-library use only)	N/A
Periodicals (Serials)	0 (In-library use only)	Unlimited (In-library use only)	N/A
Reference Books			
Reserve Materials			