

CHAPTER FOUR

Categories of Materials

All Library material is assigned to one of three categories: General Material, Restricted Material, or Non-circulating Material. Department Heads are responsible for assigning material in their departments to specific categories. Due to the nature of material in some departments or branches, it may happen that the entire collection is assigned to the Restricted or Noncirculating category.

Requests to borrow non-circulating material must be referred to the Department Head who may make a discretionary decision based on circumstances. No promises should be made to the patron. Whenever possible exceptions will be made if material is needed for interlibrary loan.

Circulation Department

Reserve material.	2 hr, ^{2+hr} 2 day. . .	\$.25/hr, \$1/hr if in demand
Test Collection	2 hour . . .	\$.25/hr
	(with faculty note: 2 day) . . .	\$.25/hr
Juvenile Collection	7 day. . .	\$1/day
Juvenile Reference.	noncirc	
Curriculum Collection	7 day. . .	\$1/day
Current Periodicals (inc. Orientalia)	noncirc	
Bound Journals.	noncirc	
General Stacks Books.	2 week . . .	\$.25/day
Miniature Collection.	2 week . . .	\$.25/day
Historical Textbook Collection.	2 week . . .	\$.25/day
City Directories, non-current	2 week . . .	\$.25/day
New Book Shelf books.	2 week . . .	\$.25/day
Oversized books	2 week . . .	\$.25/day
Newspapers.	noncirc	

Documents

Congressional Publications.	7 day. . .	\$1/day
Cataloged materials	noncirc	
UN & UNESCO mimeos.	noncirc	
Official records & treaties of intergovernmental organizations	noncirc	
Census publications	noncirc	
Legislative debates, laws, statutes, regulations, court cases, bills	noncirc	
Reference and reserve books	noncirc	
Serial set volumes.	noncirc	
Patent gazettes	noncirc	
General U.S., foreign & international documents	2 week . . .	\$.25/day

Microforms

ERIC.	7 day. . .	\$1/day
HRAF.	7 day. . .	\$1/day
Corporate Reports	7 day. . .	\$1/day
Curriculum development collection	7 day. . .	\$1/day
Monographs.	7 day. . .	\$1/day
Theses.	7 day. . .	\$1/day
Indexes	noncirc	
College Catalogs.	noncirc	
Serials	noncirc	
Periodicals	noncirc	
Newspapers.	noncirc	

Journals. noncirc
 British Sessional Papers. noncirc
 US Congressional Papers noncirc
 Federal Register. noncirc
 US and Foreign Census Material. noncirc
 Early American Imprints noncirc
 Newsbank. noncirc

Recordings

Sound Effects Recordings. 7 day . . . \$1/day
 General circulating records 7 day . . . \$1/day
 Cassettes and Cassette Kits 7 day . . . \$1/day
 Master Disc Recordings. noncirc (except to faculty)
 Original recordings (incl. UO recitals on tape) . noncirc

Reference

Reference books (not bibliographies). noncirc
 Corporation Reports 7 day . . . \$1/day
 Vertical file material. 7 day . . . \$1/day

Special Collections

Oregon Collection books 2 week. . . \$.25/day
 Microfilm 7 day . . . \$1/day
 Current periodicals, Oregon Collection. noncirc
 Bound periodicals noncirc
 Manuscripts noncirc
 Early phone books and city directories. noncirc
 Broad sides. noncirc
 Photographs noncirc
 Fragile or valuable items noncirc

Science, including Mathematics

Books 2 week. . . \$.25/day *2.00/6.00*
 Reserve material. 2 hr, 2-day . . . \$.25/hr,
2h/nc *2h* \$1/hr if in demand
 Unbound periodicals 2 hr. . . \$.25/hour,
2h/nc *2h* \$1/hr if in demand
 Bound periodicals 7 day . . . \$1/day *2.00/6.00*
 Microforms. 7 day . . . \$1/day
 Reference noncirc
 Abstracts noncirc

A & AA

General Books 2 week. . . \$.25/day
 Reserve Books 2 hr, 2-day . . . \$.25/hr,
2h/nc *2h* \$1/hr if in demand
 Slides. 2 hr, 7 day . . . \$1/day per group
2.50 per hr or overdue portion *per*
 Photographs 7 day . . . \$1/day
 Microforms. 7 day . . . \$1/day
 Vertical File 7 day . . . \$1/day
 Periodicals noncirc
 Reference books noncirc
 Folios. noncirc
 Plans noncirc
 "Locked Room" collection. noncirc
 A & AA theses & projects. noncirc

Map Library

General maps 7 day . . . \$1/day
Air photographs 7 day . . . \$1/day
Plastic Raised Relief maps 7 day . . . \$1/day
Historical maps noncirc
Atlases noncirc
Lane County Aerial Photos noncirc
Reference books noncirc
Gazetteers noncirc
Master file Oregon topographical maps noncirc

Archives

All material noncirc

BGRS

Reference material noncirc
All other material 2 week . . . \$.25/day

Instructional Media Center

Films 2 day, discretionary
Multimedia materials 2 weeks

UNIVERSITY OF OREGON LIBRARY
POLICY AND PROCEDURES MANUAL

Section 3

C.51

Date issued: Mar. 15, 1965. Revised Oct. 18, 1984

Circulation Policy

Persons connected with the University of Oregon have access to the collections of the state's largest research library. The following circulation policies of the University of Oregon Library will guide borrowers in the responsible use and timely return of the materials in the collection.

1. Charging material from the Library:

- a. Material will be charged to borrowers presenting validated University of Oregon I.D. cards. Persons holding unvalidated cards must present Certificate of Paid Tuition also. A person without UO I.D. card in hand does not have borrowing privileges.
- b. Most Library users may borrow general materials for 2 weeks.
- c. Faculty and graduate students may borrow general materials for 6 months. Faculty on temporary appointments may borrow general materials for the length of the appointment, or 6 months, whichever is shorter.
- d. Graduate students must present a validated University of Oregon I.D. card and a Certificate of Paid Tuition in order to charge materials for 6 months. The Certificate of Paid Tuition is necessary to prove graduate student status.
- e. Material is subject to recall at any time.
- f. Borrowers are responsible for returning materials no later than the due date stamped on the charge slip. When borrowing a book, the borrower is responsible to note the due date. Overdue notices are not sent.
- g. The person in whose name a book is charged is responsible for its proper use and timely return. A borrower should never lend a book charged in his/her name to another person.
- h. Book return chutes outside some libraries may be used to return books when the library is closed, but recordings, slides, and photographs may never be returned through the book chutes.
- i. Restricted material must be returned to the appropriate circulation desk.
- j. No person may borrow library materials using another person's I.D. card.
- k. All persons are responsible for safeguarding their I.D. cards and are responsible for all material charged on the card.
- l. Faculty may appoint one UO-affiliated proxy. When charging library material in the name of the faculty, the proxy must show his/her validated University of Oregon I.D. and proxy cards.

2. Types of material:

- a. General materials: includes most books in circulation collections. Length of loan depends on status of borrower: 2 weeks or 6 months.
- b. Restricted materials: includes reserve material. Length of loan depends on type of material: 2 hours, 2 days, 7 days. Examples are:

Reserve material

Juvenile and Curriculum Collections

Corporation Reports, hardcopy and microform

Microforms, if not otherwise specified

Vertical file material

Journals in Science and Mathematics Libraries

Slides and A&AA photographs

Maps and aerial photographs

Video discs

- c. Non-circulating material: most are stamped "non-circulating"; includes current and bound periodicals except in the Science and Mathematics Libraries. Examples are:

Reference material

Periodicals, hardcopy and microform

Rare books, manuscripts and archival material

Historical maps

3. Loan periods:

- | | |
|----------|--|
| 2 hours | Restricted material, includes reserve material. Those charged 2 hours before closing will be due back one-half hour after the Library reopens. |
| 2 days | Restricted material, includes reserve material. Material due at 2 p.m. on date stamped on charge slip. |
| 7 days | Restricted material. Due date stamped on charge slip. |
| 2 weeks | All materials due on Wednesday, date stamped on charge slip. |
| 6 months | All material due on Wednesday, date stamped on charge slip. May be less than 6 months for temporary or short-term appointments. |

4. Recalls:

- a. When a book is charged to a borrower, another person may request that the book be recalled and will be notified when it is returned. Material needed by another borrower or for use in the Library is subject to recall after the initial two week loan period. Material is subject to immediate recall for use in reserve.
- b. Borrowers are responsible for prompt return of recalled material. If a borrower plans to be out of town s/he should return borrowed items or arrange with someone to receive notices and return recalled material. This includes intersessions and vacation time.

5. Renewal of charged material:

- a. Borrowers who want to renew charged materials must do so no later than the due date stamped on the charge slip.
- b. Renewals may not be made by telephone, except on a one-time basis to OSSHE faculty.
- c. If material is needed by another user it may not be renewed by the original borrower.
- d. Borrower must present a validated I.D. card or faculty proxy card upon each renewal. Graduate students must present validated I.D. card and Certificate of Paid Tuition in order to renew materials for 6 months.
- e. Only one renewal of general materials may be made by the borrower bringing in the charge slip. At the second due date, general materials must be present for return or recharging.
- f. Restricted materials must always be presented for renewal.

6. Confidentiality of circulation records:

The name, department, or status or any borrower of library materials will not be released to anyone. Faculty and graduate students may waive their right to confidentiality at the time they charge library material, thereby allowing their names to be released to other faculty and graduate students.

7. Fines and charges (OSDHE Academic year fee book):

- a. All borrowers are subject to fines for overdue materials.
- b. Fines for overdue materials:

General materials: 25¢ per day

Restricted materials: 25¢ per hour; \$1 per hour for material in demand
Recalled and seven-day-loan material; includes Science and Mathematics

Libraries periodicals: \$1 per day

Maximum fine: \$10 per item

- c. It is Library policy that fines accrue on the first day or hour (or portion thereof) they become overdue. Since the Business Office does not currently process fines for amounts less than \$1, Library staff will not calculate or process fines less than \$1.
- d. Fines are not assessed for days or hours the Library is closed.
- e. All borrowers who lose library materials or return damaged materials will pay:

Replacement or repair cost of item

Service charge: \$6 per item

Accrued fine (maximum \$10 per item)

7.
 - f. When an item for which a borrower has been billed is returned before a replacement has been reordered, or before one year from date of billing, the replacement cost will be credited to the borrower's account.
 - g. Borrowers who damage library materials will be assessed \$20 for repairs plus any accrued fine. If the material cannot be repaired, the borrower will be charged the replacement cost, the service charge, and any accrued fine.
 - h. Any fines or charges accrued by students from any OSSHE school will be sent to the home library Circulation Department for processing in accordance with the home institution's billing procedures.
 - i. Fines or charges accrued by faculty and students from schools with which the University of Oregon Library has reciprocal lending agreements will be sent to the UO Business Office to be billed in the same manner as are Public Borrowers. (Additional details are available in the Circulation Policy and Procedures Manual.)

draft

UNIVERSITY OF OREGON LIBRARY
POLICY AND PROCEDURES MANUAL

Section 3

C.55

Date issued: February 6, 1986

Circulation Policy: Term Loans

1. Three categories of Library users are given term loan periods. They are:
 - a. Cooperating Teachers are teachers and administrators in school districts that have contracts with the University of Oregon. (These contracts allow UO students to work as student teachers with those school districts.) Cooperating Teacher cards are issued through the College of Education and serve as Library cards.
 - b. Honors College seniors working on senior theses are issued term loan cards through the Circulation Desk, Main Library. For more information about this program, see page H.61 and the handout titled "Library Privileges for Honors College Seniors Working on Approved Theses".
 - c. Summer Session UO faculty are issued temporary ID cards through the Summer Session Office. These cards expire at the end of Summer Session, and act as the Library card for the faculty who are hired for Summer Session only.
2. MATERIAL CHARGED FROM THE LIBRARY ON TERM LOAN WILL BE DUE ON THE WEDNESDAY FOLLOWING FINALS WEEK OF THE CURRENT TERM.
3. Term loans are available for general circulating material only. Term loans do not apply to restricted, reserve, or non-circulating material.
4. Borrowers who charge material on term loan will be sent courtesy reminders that material coming due must be returned. ~~This is a courtesy reminder only, and may not reflect all material that is soon due.~~
5. All material is subject to recall.
6. The expiration date of the term loan card will be typed as the name and year of the current term (example: Winter Term, 1986). Summer Session faculty will have the word "only" added to the term and year in the expiration date.
7. Honors College seniors' term loan cards will be renewed after the Library has received the authorization list from the Honors College, and after the students have paid their fees for the current term.
8. For Cooperating Teachers and Honors College seniors:
 - a. Material charged two weeks prior to the term loan due date will not be due until the following term loan due date.
 - b. Material charged on term loan may be renewed two weeks prior to the due date. The renewal due date will be the next term loan due date.

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 - c. Summer Session UO faculty are issued temporary ID cards through the Summer Session Office. These cards expire at the end of Summer Session, and act as the Library card for the faculty who are hired for Summer Session only.
2. MATERIAL CHARGED FROM THE LIBRARY ON TERM LOAN WILL BE DUE ON THE WEDNESDAY FOLLOWING FINALS WEEK OF THE CURRENT TERM. In the Law Library the term loan due date is the last day of classes of each semester.
3. Term loans are available for general circulating material only. Term loans do not apply to restricted, reserve, or non-circulating material.
4. Borrowers who charge material on term loan will be sent courtesy reminders that material coming due must be returned.
5. All material is subject to recall.
6. The expiration date of the term loan card will be typed as the name and year of the current term (example: Winter Term, 1986). Summer Session faculty will have the word "only" added to the term and year in the expiration date.
7. Honors College seniors' term loan cards will be renewed after the Library has received the authorization list from the Honors College, and after the students have paid their fees for the current term.
8. For Cooperating Teachers and Honors College seniors:
 - a. Material charged two weeks prior to the term loan due date will not be due until the following term loan due date.
 - b. Material charged on term loan may be renewed two weeks prior to the due date. The renewal due date will be the next term loan due date.

CHAPTER FIVE

Loan Periods and Renewals, Overdues and Courtesy reminders

Loan periods are assigned on the basis of borrower type and material type. There are five loan periods; the two assigned to General Materials are assigned on the basis of borrower type, and the three assigned to Restricted or Noncirculating Materials are assigned on the basis of material type. Loan periods for Reserve materials are assigned by the Instructor.

Staff should always tell each borrower at the time of charge out what his/her due date is for the books.

Desk charges are available to students and faculty who have carrels or studies. This means the book will be charged to the occupant and must be kept in a carrel or study. Borrower writes the carrel number and side or faculty office number and his/her mailing address. Staff writes "Desk Charge" on charge card. Library staff will retrieve the book from the carrel or study if it is recalled.

General Material:

- Two-week Borrowers: materials are due in two weeks (due dates are on Wednesdays)
- Six-month Borrowers: Materials are due in six months (due dates are on Wednesdays)
- Term Loan Borrowers: materials are due on the Wednesday following the last day of the current term

Restricted Material:

For Reserve material: only three books may be charged to a borrower at a time.

All Borrowers:

2 hours: material is due two hours after time of charge out. Material charged out two hours before closing will be due one half hour after opening the next day the Library is open.

2 days: material is due by 2 p.m. on due date

7 days: material is due any hour on due date

24 hrs

Return of materials

Although borrowers are encouraged to return books to the library from which they were charged, UO general materials may be returned to any circulation desk. Library material returned to any circulation desk must be stamped with the return date.

Restricted materials must be returned to the appropriate circulation desk.

Outside book drops are to be emptied each morning. All material returned through the chute should be stamped with the date of the previous day the library was open.

Renewals

General Material

Borrowers may renew or recharge all general material an unlimited number of times provided the material has not been requested by another borrower, and provided that the borrower continues to present currently valid ID card.

Books may be renewed one time by the borrower presenting the charge slip (with or without the book) at the appropriate circulation desk. Staff checks the circulation file to see if the book is on hold. If not, it may be renewed. Upon the renewal due date, the material must be returned to the library for reshelving or recharging.

Recharging a book means that the book is physically presented at the service desk. The staff member checks the circulation files to see if the book is on hold. If so, the book may not be recharged. If the book is not on hold, the original charge card backing is removed from the files and the borrower fills out a new charge card. The staff member circles "renewed" on the new charge card, imprints the ID, stamps the new due date on the card and initials it.

If the borrower needs the book after the recharging due date, it may be renewed one time without the material being present. If the borrower needs the book after the second renewal due date, it must be presented for a second recharging, using the recharging procedures described above.

New charge cards must be filled out every other time borrowers charge the same title.

General material may be renewed by mail one time. Fines stop accruing on the day the slips are received by the point of charging.

Under special agreement, OSSHE faculty may renew library material by telephone rather than by mail. Upon the second due date, the material must be returned or recharged.

Restricted Material

All Restricted material must be presented at the time of renewal. There are no renewals by mail, by telephone or by charge slip. Borrowers may request an unlimited number of renewals for restricted material if they present currently valid ID cards at each renewal, and if no one has requested it.

Clipping charge cards:

Charge cards for two-week loans will be clipped according to the following schedule:

- Books due in January will be clipped #1
- Books due in February will be clipped #2
- Books due in March will be clipped #3
- Books due in April will be clipped #4
- Books due in May will be clipped #5
- Books due in June will be clipped #6
- Books due in July will be clipped #1
- Books due in August will be clipped #2
- Books due in September will be clipped #3
- Books due in October will be clipped #4
- Books due in November will be clipped #5
- Books due in December will be clipped #6

Charge cards for six-month loans to will be clipped according to the following schedule:

Books due in January will be clipped #5 and #1
Books due in February will be clipped #6 and #2
Books due in March will be clipped #1 and #3
Books due in April will be clipped #2 and #4
Books due in May will be clipped #3 and #5
Books due in June will be clipped #4 and #6
Books due in July will be clipped #5 and #1
Books due in August will be clipped #6 and #2
Books due in September will be clipped #1 and #3
Books due in October will be clipped #2 and #4
Books due in November will be clipped #3 and #5
Books due in December will be clipped #4 and #6

Circulation files are reviewed near the end of each month. Staff make backing locator cards for charge cards of two-week loans and six month loans that were due the previous month, and tear whiteslips from charge cards for books charged for six months that are due during the following month.

Example: On February 20, staff pull backings for books that were due during January. Those books are a month overdue, and must be searched, greenslipped and billed.

Also during the February 20 pull, staff tear off whiteslips from backings for books charged to UO faculty and graduate students that are due in March. These whiteslips will be stapled to a cover letter that explains that the attached whiteslips represent books due in March and must be renewed or recharged. These letters are courtesy reminders to six-month borrowers, and are mailed as soon as they are pulled. Courtesy reminders are sent only to UO six-month borrowers.

Procedure for sending courtesy reminders to UO six-month borrowers for materials that are soon due.*

At the end of February, Circulation staff will be pulling January overdues for material charged on two-week loan and whiteslips for material charged to faculty that is due in March.

The clip for the January two-week date is #1.

The clip for the March six-month date is #1 and #3.

As staff pull January overdues near the end of February, they also tear off the whiteslip for the material charged for six months and due in March. These whiteslips are put in alphabetical order by last name and stapled to the courtesy reminder notice.*

The form letter (SUBJECT: Courtesy reminder of library material due dates) should be dated at the top and the borrower's name inserted after TO:... It is preferable to type in the information but if it must be handwritten, it must be done neatly and legibly. Mail the courtesy reminder letters immediately to the address on the whiteslip. It is essential that the courtesy reminder letters be sent at least three working days before the first of each month.

If borrowers renew the material, staff will match the pinkslip with the buff-colored backing and stamp the next six-month due date on it. At the second due date, the material must be returned and discharged or recharged on a new charge card.

- * Form UL-119a 8/84 AAA Library
- Form UL-119b 8/84 Map Library
- Form UL-119c 8/84 Science Library
- Form UL-119d 8/84 BGRS Library
- Form UL-119e 8/84 Mathematics Library
- Form UL-119f 8/84 Main Library
- Form UL-119g 8/84 Oregon Collection
- Form UL-119h 8/84 Law Library
- Form UL-119i 8/84 Documents Section, Main Library

Recall

Library materials are subject to recall after two weeks' use for the use of another patron. Materials are subject to recall at any time for reserve. The person who has a book charged out will be notified that it should be returned. Failure to return by the indicated date will result in a \$1.00 daily charge for later return. No type of borrower is exempt from fine for failure to return a recall. Recall fine charges will accrue even during intersession periods.

All categories of borrowers are subject to the \$1 per day fine for the late return of recalled material.

The charge cards for any fines accrued by Presidents Associates are sent directly to the Office of the Librarian.



SAMPLE

UNIVERSITY OF OREGON

(date)

TO:

FROM: Circulation Desk,

SUBJECT: Courtesy Reminder of Library material due dates

Under the University of Oregon Circulation Policy, UO faculty members and graduate students receive a courtesy reminder for those materials which are due within the next few weeks. The attached slips represent materials charged to your name. Please note the due date for each book and renew, recharge, or return it before it becomes overdue.

Borrowers may renew general material one time by bringing in the pink charge slip only. On the second due date, general material must be presented for reshelving or recharging.

This reminder may not reflect all material charged to your name that is due within the month. Please review your library material for other items you may want to return.

UL-119 rev 8/84



UNIVERSITY OF OREGON

To: _____ date

From:

The University of Oregon Library Circulation policy which affects renewal of library material by mail is as follows: General material may be renewed by mail one time per charge card. Fines stop accruing on the day the charge slips are received by the Library.

_____ The book(s) indicated on the enclosed charge slip(s) are renewed until _____. On or before that date please present the library material at the appropriate circulation desk to be recharged or reshelved.

_____ The book(s) indicated on the enclosed charge slip(s) are not renewed. General material may be renewed by mail only one time per charge card. If these books are overdue, fines will accrue at the rate of 25¢ per day (\$10 maximum) until the books are returned or recharged.

You will be notified if material is recalled for use by another borrower. Recall fines are \$1 per day, maximum \$10.

If you have questions, please contact the circulation desk at the appropriate library.

Circulation, Main Library: 686-3065
Architecture and Allied Arts Library: 686-3637
Oregon Collection: 686-3068
Science Library: 686-3075
Mathematics Library: 686-3023

CHAPTER SEVEN

Fines and Charges

To ensure the prompt return of library materials, to encourage responsibility in their use, and to assure their availability to all readers, fines and charges are levied for overdue, mis-use or loss of library materials.

All borrowers are subject to fines for overdue material.

UO faculty will not be fined for overdue general materials, but they are subject to fine for recalled and restricted materials. UO Presidents Associates are not subject to fines on general materials.

UO graduate students are subject to all fines, including the \$.25 per day fine for general material.

All borrowers in the two week category are subject to all fines.

Fines are assessed for the hours or days material is overdue and the library is open.

Fines for overdue materials:

General materials: \$.25/day
Restricted materials: \$.25/hour, \$1/hour for material in demand
Recalled and seven-day material, including science/math periodicals:
\$1/day
Maximum fine: \$10

\$1 1st hr or portion

It is Library policy that fines accrue on the first day or hour (or portion thereof) they become overdue. Because the Business Office does not currently process fines for amounts less than \$1.00, Library staff will not calculate or process fines of less than \$1.00.

Borrowers who lose or fail to return Library materials will pay:

Replacement cost of item
\$6.00 service charge
Accrued fine

Other charges:

Damaged but repairable items: \$10.00
Failure to return carrel key or failure to renew carrel in a timely manner: \$5.00
Public Borrower fees:
General: \$25.00/yr
Lane County Alumni Association member: \$18.50/yr
Senior: \$15.00/yr
Corporate: \$100.00/yr

Processing bills

Before billing a borrower for a lost book, the library staff will search the shelves and check the call number in the shelflist. If the call number is correct and the book is not found, the borrower will be sent an "Intent to Bill" or pre-billing statement (attached) outlining the charges to be assessed (fine, replacement cost, and service charge). UO employees and OSSHE Faculty members will be sent a "Statement of Costs" (attached) indicating that the charges will be deducted from the borrower's payroll. If the borrower returns the material after receiving one of these forms and before the bill or payroll deduction is processed, only the applicable fine will be charged.

When an item for which a borrower has been billed is returned before a replacement has been reordered or before one year from date of billing, the replacement cost will be credited to the borrower's account. Fines for lost materials stop accruing on the date the borrower reports the loss of material. If the material is subsequently returned after the replacement has been ordered or after one year from date of billing, the replacement cost will not be credited to the account of the borrower. The service charge is not refunded when material is returned after it has been billed or payroll deducted unless there has been a Library error or an appeal was settled in favor of a patron.

These library units will be responsible for processing fines and lost book charges for materials under their control: A & AA Library, Main Library Circulation, Science Library, Math Library and R/CP. The Main Library Circulation staff will process the fines, lost book charges, and payroll deductions for materials overdue or not returned to the following: BGRS, Documents, Map Library, Microforms & Recordings, Oregon Collection, Reference, and fines sent from other OSSHE schools. In addition the Main Desk staff will process the payroll deductions for R/CP. The A & AA Library will process payroll deductions for materials under their control and the Science Library will process those for the Science and Math Libraries.

Fines or charges accrued by students from any OSSHE school will be sent to the home library circulation department for processing in accordance with the home institution's billing procedures. Fines or charges accrued by faculty and students from schools with which the UO Library has reciprocal lending agreements will be sent to the UO Business Office in the same manner as are Public Borrowers.

Fines accrued by UO President Associates should be forwarded to the Office of the Librarian.



UNIVERSITY OF OREGON

January 28, 1993

TO: Public Service Department Heads
FROM: Deborah Carver *DC*
SUBJECT: Refusal to Return Reserve Materials

In the past year, we have had a couple of cases where students have refused to bring back overdue reserve materials. If you have this situation arise, please take the following actions:

1. Contact the patron and give him/her a specific time to bring the book(s) back. A few hours should be sufficient. Notify the student that he/she may be in violation of the student conduct code (damage, destruction, theft, or unauthorized use of property owned or controlled by the University; intentional disruption, obstruction, or interference with the process of instruction). The patron should understand that the Student Conduct Coordinator will be notified immediately if the book is not back by the specified time.
2. Contact the instructor. Suggest that the instructor make an announcement in class urging the patron to bring the book back immediately. Since there is some debate on the conflict between the right to confidentiality and the need to ensure public access to public property, do not give the student's name to the professor at this time.
3. If the book is not returned, contact the Student Conduct Coordinator. Provide the coordinator with the student's name and other relevant facts.
4. If these two steps fail, please let me know. If the University's legal advisor and other appropriate administrators think that giving the instructor the student's name is advisable, I will contact him/her.

u
cc. Elaine Green

OFFICE OF THE LIBRARIAN · THE KNIGHT LIBRARY · EUGENE, OR 97403-1299
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CIRCULATION POLICY AND PROCEDURE MANUAL

CHAPTER NINE

Appeal Procedures

FINES AND CHARGES

Because there will be occasions when borrowers feel they have been charged in error or that their library charges should be reduced or cancelled due to extenuating circumstances, the University of Oregon Library has established the following appeal procedures.

Fines and charges are levied against the individual student or faculty member by the University Business Office based on information and forms supplied by various units of the Library System. The student or faculty member who questions a charge listed on the Business Office bill should first contact the Library unit where the borrowing transaction took place.

The grievant should deal first only with the member of the classified staff who is responsible for record keeping and computing charges for borrowing, overdues or lost and damaged material. Student assistants may not handle appeal cases.

The classified staff member, or in some branch libraries, the Library faculty member in charge of billing, should produce the applicable circulation records and explain the sequence of events leading to the fine or charges. This will include telling the borrower what book or material was borrowed, when it was due, when it was returned, the length of time the material was overdue, the daily or hourly charges, the Library internal searching routines and the dates searches were made. If the charges include damage or loss of property, the staff member should point out the evidence that the material was not returned or point out the type of damage the material incurred.

Usually this information will answer the borrower's questions and a review of the records in this manner will indicate whether or not the Library itself followed proper procedures.

If the borrower still doubts the validity of the charges or if the Library is in error, the staff member should refer the case to the supervisor. If the supervisor is convinced that the Library is in error, the supervisor can decide to cancel all or part of the charge, instructing the classified staff member to send through a credit to the University Business Office.

If the supervisor is convinced the charges are valid, the supervisor should again explain to the borrower the sequence of events that led up to the charges pointing to the relevant documentation. If the borrower still questions the validity of the charges and if the borrower insists on taking the matter to a higher level, the supervisor may provide an appeals form to the borrower for completion.

Throughout this entire procedure, staff should keep in mind and inform the borrower that the following reasons do not absolve the borrower of responsibility for charges and do not constitute legitimate reasons for appeal:

1. Lack of understanding of Library policy,

A one-page circulation policy hand-out is available at each Circulation desk. All borrowers are responsible for understanding library circulation policies before they charge materials in their names.

2. Failure to receive notices mailed by the Library,

It is the responsibility of the borrower to indicate correct address information on the charge card, and to file changes of address with the Post Office.

3. Being out-of-town when materials were due or when notices were sent,

Inasmuch as the borrower assumes responsibility when borrowing materials, it is also the borrower's responsibility to remember due dates and to plan in advance to return materials or renew them before leaving town. All materials are subject to recall at any time. This is clearly stated in the Circulation policy handout.

4. Material charged by one borrower and lent to another,

The borrower whose name appears on the charge card is responsible for the proper use and timely return of materials. Borrowing privileges are non-transferable.

5. Accounts which have been referred to a collection agency or those billed over two years ago.

If the billing process has gone this far the Library assumes that the delinquent borrower has received enough notices and has had enough time to take action on the individual account.

APPEALS FORM

The "Appeal of Library Charges" form is to be filled out by the borrower as completely as possible and returned to the supervisor of the unit where the borrowing transaction took place. An appointment for the borrower to meet with the department head can be made at this time. Before the appointment, the department head will review the form and request the appropriate staff to provide all relevant facts by filling out the reverse side of the appeals form. The department head will discuss the situation with the borrower, considering the Library's recorded facts, the Library's circulation policy and the borrower's arguments. The Department Head may decide to let the charges stand or may decide to cancel or adjust the charges explaining the reasons to the borrower. The department head will then instruct the billing clerk to let the charges stand, be reduced or cancelled.

If the borrower will not accept the decision of the department head, further appeal may be made to the Assistant University Librarian for Public Services.

If the borrower finds the decision of the Assistant University Librarian for Public Services unacceptable, further appeal may be made to the University Librarian.

SUMMARY OF APPEAL PROCEDURE

BORROWER to: Desk Attendant

to:

Billing Clerk

to:

Supervisor

APPEALS FORM

Supervisor

to:

Department Head

to:

AUL Public Services

to:

University Librarian

APPEALS OF POLICY

Two avenues of appeal exist for the student or faculty member who believe a Library Circulation Policy is unjust, unclear, or unfair.

One route is to make an appointment with a department head to discuss the policy. If the person wishes to discuss the policy further, an appointment can be made with the Assistant University Librarian for Public Services.

If the Assistant University Librarian for Public Services believes that the policy should be reconsidered, the Assistant University Librarian may bring the policy before the University Library Administration.

The other avenue of appeal is the suggestion box. Library users may informally write down which policy they find objectionable together with their reasoning and drop the note into the box. The Assistant University Librarian for Public Services will answer the note found in the suggestion box as soon as possible. If the Assistant University Librarian finds that the objection to a policy has merit, the Assistant University Librarian will bring the policy before the appropriate body for discussion and will reply to the person in writing. If the Assistant University Librarian for Public Services decides that the policy is reasonable and that the arguments against the policy are not strong enough to warrant reconsideration, the Assistant University Librarian will notify the person in writing.

Further appeal may be made to the University Librarian.

UNIVERSITY OF OREGON LIBRARY

APPEAL OF LIBRARY CHARGES

Borrowers who feel that they have been charged unjustly or who feel that charges should be reduced or cancelled due to extenuating circumstances may file an appeal by filling out this form.

NOTE: The following reasons do not constitute legitimate grounds for appeal:

- 1) Lack of understanding of Library policy.
- 2) Failure to receive notices mailed by the Library.
- 3) Being out of town when materials were due or when notices were sent.
- 4) Materials charged to you that were loaned to another borrower.
- 5) Accounts which have been referred to a collection agency or those billed over two years ago.

After discussing your appeal with the supervisor of the circulation desk you may complete this form and the supervisor will make an appointment for you to see the Department Head. If a resolution is not reached in that meeting you may inquire about the next step of the appeal.

This portion to be completed by the borrower: Date: _____

Name: _____ ID Number: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Invoice Number: _____ Amount: _____

Status

Check One: UO Undergraduate UO Staff(F-2) Public Borrower(X) Temporary	Student(non-UO)at <hr/> Faculty(non-UO)at <hr/>	UO Faculty(F-1) UO Graduate student Class code _____ Other(Specify)
---	---	--

Please state the basis of the appeal and the circumstances concerning your appeal.

UNIVERSITY OF OREGON
APPEAL OF LIBRARY CHARGES

This portion to be completed by Library Staff.

Call Number _____ Date Due _____ Date Returned _____
Author/Title _____
Recall Notice Sent _____ Recall Due Date _____ Second Notice _____ Statement Sent _____
Overdue Phone calls _____

On _____ reported returned on _____. Date reported lost _____.
(date) (date)

Searches: 1) _____ 2) _____ 3) _____ 4) _____

Billed/Fined/Pay deducted _____ Previous appeals _____

Appeal received by _____ Position _____ Date _____

Remarks:

Supervisor Review _____ Date _____ Remarks:

Department Head Review _____ Date _____ Remarks:

AUL Public Services Review _____ Date _____ Remarks:

UL Review _____ Date _____ Remarks:

UNIVERSITY OF OREGON LIBRARY

CIRCULATION POLICY

September 15, 1986

Persons affiliated with the University of Oregon may borrow from the collections of the state's largest research library. The following circulation policies will guide borrowers in the responsible use and timely return of materials in the collection.

CHARGING MATERIAL FROM THE LIBRARY:

Material will be charged to borrowers presenting validated University of Oregon I.D. cards. Persons without validated UO I.D. cards in hand do not have borrowing privileges.

Most library users may borrow general materials for 2 weeks.

Faculty and graduate students may borrow general materials for 6 months. Faculty on temporary appointments may borrow general materials for the length of the appointment, or 6 months, whichever is shorter.

Graduate students must present validated UO I.D. cards with graduate status indicated on validation stickers or embossed on cards in order to charge material for six months.

Material is subject to recall at any time.

Borrowers are responsible for returning material no later than the due date stamped on the charge slip. When borrowing books, borrowers are responsible to note due dates. Overdue notices are not sent.

The person in whose name a book is charged is responsible for its proper use and timely return. A borrower should never lend a book charged in his/her name to another person.

Book return chutes outside some libraries may be used to return books when the library is closed. Recordings may never be returned through the book chutes.

Restricted material must be returned to the appropriate circulation desk.

No person may borrow library material using another person's I.D. card.

All persons are responsible for safeguarding their I.D. cards and are responsible for all material charged on the card.

Faculty may appoint one UO-affiliated proxy. When charging library material in the name of the faculty, the proxy must show his/her validated UO I.D. and proxy cards.

TYPES OF MATERIAL:

General material. Includes most books in circulating collections. Length of loan depends on status of borrower: 2 weeks or 6 months.

Restricted material. Includes reserve material. Length of loan depends on type of material: 2 hours, 2 days, 7 days.

Reserve material
Juvenile and Curriculum Collections
Corporation Reports, hardcopy and microform
Microforms, if not otherwise specified
Circulating recordings, sound effect recordings, cassettes
Vertical file material
Journals in Science Library
Slides and AAA photographs
Maps and aerial photographs

Non-circulating material. Most are stamped "non-circulating"; includes current and bound periodicals except in Science Library. Examples are:

Reference material
Periodicals, hardcopy and microform
Rare books, manuscripts and archival material
Historical maps

LOAN PERIODS:

- 2 hours Restricted material, includes reserve material. Those charged 2 hours before closing will be due back one-half hour after the library reopens.
- 2 days Restricted material, includes reserve material. Material due at 2 p.m. on date stamped on charge slip.
- 7 days Restricted material. Due date stamped on charge slip.
- 2 weeks All material due on Wednesday, date stamped on charge slip.
- 6 months All material due on Wednesday, date stamped on charge slip. May be less than 6 months for temporary or short-term appointments.

RECALLS:

When a book is charged to a borrower, another person may request that the book be recalled and will be notified when it is returned.

Borrowers are responsible for prompt return of recalled material. If a borrower plans to be out of town s/he should return borrowed items or arrange with someone to receive notices and return recalled material. This includes intersession and vacation time.

RENEWAL OF CHARGED MATERIAL:

Borrowers who want to renew charged material must do so no later than the due date stamped on the charge slips.

Renewals may not be made by telephone.

If material is needed by another user it may not be renewed by the original borrower.

Borrowers must present validated I.D. cards or faculty proxy cards upon each renewal.

Only one renewal of general material may be made by borrowers bringing in charge slips. At the renewal due dates, general material must be presented for return or recharging.

Restricted material must always be presented for renewal.

CONFIDENTIALITY OF CIRCULATION RECORDS:

The name, department or status of any borrower of library materials will not be released to anyone. Faculty and graduate students may waive their right to confidentiality at the time they charge library material, thereby allowing their names to be released to other faculty and graduate students.

FINES:

All borrowers are subject to fines for overdue material. Fines for overdue material:

General material: \$.25/day
Restricted material: \$.25/hour; \$1/hour for material in demand
Recalled and seven-day material: \$1/day
Maximum fine: \$10 per item

REPLACEMENT COSTS:

All borrowers who lose library material or return damaged materials will pay:

Replacement or repair cost of item
Service charge: \$6 per item
Accrued fine

RENEWALS BY TELEPHONE

Several patrons have reported that they were given false information about telephone renewals by staff at the main desk. According to the UO Library Policy and Procedure manual, section 5, pg. 2: "Under special agreement, OSSHE faculty may renew library material by telephone rather than by mail. Upon the second due date, the material must be returned or recharged." The Circulation policy manual sets UO faculty apart from OSSHE faculty, so the only borrowers who can renew books over the phone are faculty from institutions other than the UO.

Here's how to renew a book over the telephone:

1. Ask for the call number(s)
2. Pull the backing, if the person isn't an OSSHE faculty tell them they can't renew over the phone. Explain that anyone can renew by mail if there is only one due date on the charge card. Fines stop accruing on the day we receive the pink slips.
3. If there is only one due date, date stamp the backing in the renewal section of the charge card.
4. Tell the borrower the new due date and ask them to write the due date on the pink slip(s). Inform the borrower that the book must be presented for recharging if they want to renew it again.
5. Write "phone renewal", underneath the new due date on each backing.
6. Put the backings with the filing at checkout.



UNIVERSITY OF OREGON

April 20, 1988

Judith Grosenick, Associate Dean
College of Education
University of Oregon
Eugene, OR 97403

Dear Judith:

This letter follows my recent conversation with Bill Harris during which we discussed the parameters of three distinct programs offered through the College of Education. Classroom teachers and students in each of these programs are entitled to library privileges and the question arises as to the appropriate borrowing privileges each should include.

I outline below the programs under discussion and propose the way in which the Library can expedite service to the individuals involved in each.

Cooperating Teachers Program. Teachers involved in this program are individuals who supervise a student teacher in their classrooms during one term. As a benefit of their cooperating in educating a University of Oregon student, the teachers are eligible for one term of University of Oregon Library borrowing privileges. They are eligible for term-loan and may choose to use this privilege during one of four different terms, either during the term they supervise the UO student or during one of the following three terms.

Beginning fall term, 1988, I propose that the cards issued to cooperating teachers in this program be issued from the Main Library Circulation Desk. In order for Library staff to determine eligibility of teachers in this program, we must receive from the College of Education the list of eligible teachers, their identification numbers, and the dates of the terms they will be eligible. Teachers may then come to the Main Library during any hours of its operation and receive the card which will grant them term-loan borrowing privileges for the current term.

Judith Grosenick
April 19, 1988
Page 2

Resident Teachers Program. Students in this program are enrolled full-time during one summer session and then they teach full-time for two-thirds salary as interns in school districts around the state. During the course of the program, they often enroll in continuing education classes and, therefore, get the Certificate of Paid Tuition issued to all Continuing Education students.

I understand that not all students enrolled in the Resident Teachers Program get masters degrees. Some qualify for standard certification only. Since some of the students in this program enjoy G-8 status with the University, and are involved in long-term research papers, I recommend that those with graduate status get six-month loan privileges, all others will get two-week loan.

In order for the Library to extend six-month loan privileges to these students, we will need to get from the College of Education the list of matriculated students, their identification numbers, and their graduate status at the beginning of each term. The student may then apply for their six-month loan card at the Main Library, Circulation Desk.

It is important to emphasize that all students, even those who may not live in the immediate area, are expected to observe recall notices and to return books immediately if they receive a recall due date. This may mean a fast trip to Eugene or mailing the item and/or paying any fines for overdue materials should that occur.

Field-based Masters Program. Students enrolled in the field-based masters program are full-time employees and classroom teachers in school districts around the state. They are working towards a masters degree in curriculum instruction. I understand that all of the students in this program should have G-8 status with the University. They may register through Continuing Education for up to 15 hours of graduate work. During the time that they enroll through Continuing Education, they do not receive graduate stickers on their ID card. If the Library receives from the College of Education the names and status of people involved in this program, we will be able to issue them six-month loan privileges as well. The same rule will apply for students in the field-based masters program as those in the resident teachers program.

This letter serves as an attempt to clarify the situation that exists within these programs and the Library's attempt to extend appropriate privileges to the individuals enrolled in these programs.

Judith Grosenick
April 19, 1988
Page 3

If any of the proposed actions cited above are incorrect, or unworkable from the perspective of the College of Education, please notify me and we will work out the details. I look forward to hearing from you regarding this proposal and I am sure that we will be able to accommodate students in an appropriate manner.

Sincerely,



Patricia A. Wand
Assistant University Librarian
for Public Services

PAW:skg

cc: William Harris
Robert Proudfoot
Robert Gilberts
Katy Connors
Shirien Stevens
George Shipman



UNIVERSITY OF OREGON LIBRARY
Eugene, Oregon 97403

PUBLIC BORROWER PROGRAM

Any individual may consult the collections of the University of Oregon Library on site and without charge. Through the Public Borrower Program, the UO Library offers borrowing privileges to persons not affiliated with the University.

The fee for the Public Borrower Card is \$25 per year. Borrowing privileges expire one year from date of purchase. Persons 62 years and older may pay \$15 per year. Public borrowers are extended the same privileges as are UO undergraduate students with the exception of Interlibrary Loan service and borrowing from the Instructional Media Center.

Borrowers should refer to the University of Oregon Library Circulation Policy for a complete list of library policies and borrower responsibilities. Borrowers must report lost or stolen cards immediately to the Circulation Desk Supervisor in the Main Library. Change of address must be reported to the Public Borrower Clerk at the Circulation Desk in the Main Library.

Questions about the Public Borrower Program may be directed to the Head of Circulation or Circulation Desk Supervisor in the Main Library, 686-3065.



UNIVERSITY OF OREGON LIBRARY
Eugene, Oregon 97403

PUBLIC BORROWER PROGRAM

Privileges to Organizations

The University of Oregon Library offers borrowing privileges to organizations under the auspices of the Public Borrower Program. Organizations needing to borrow material for research purposes may authorize a designated employee to apply for a Public Borrower Card.

The fee for organization borrowing privileges is \$100 per year, and each organization may designate up to four employees for that fee. Those organizations needing more representatives may pay \$25 for each additional card. Borrowing privileges expire one year from date of purchase.

Non-profit or tax exempt organizations and government agencies may apply for the Public Borrower Card at no charge.

Individuals representing corporations are given the same borrowing privileges that apply to UO undergraduate students, with the exception of Interlibrary Loan services and borrowing from the Instructional Media Center. Please refer to the UO Library Circulation Policy Statement for a complete list of library policies and borrower responsibilities. An abbreviated list of library regulations follows:

1. Loan periods: most circulating material is due in two weeks. Restricted material has varying due dates. It is the responsibility of the borrower to return library material on or before the due date stamped on the charge slip.
2. Fines: fines for general material are \$.25 per day. Overdue restricted and recalled material may be fined at \$1 per day, \$.25 per hour, or \$1 per hour, depending upon the type of material.
3. Recalls: all library material is subject to recall at any time.
4. ID card: the Public Borrower Card serves as the currently validated UO ID card and must be presented when charging library material.
5. It is the responsibility of all borrowers to know and abide by library policy. Policy statements may be obtained at service desks.

If an employee leaves the organization, or if the responsibilities for research are transferred to another employee, the organization must return the original card to the Library and request a replacement card for the new employee. It is the organization's responsibility to report lost or stolen borrower cards immediately to the Circulation Desk supervisor in the Main Library, 686-3065.

For an organization to apply for a Public Borrower Card, the designated employee must present a letter on corporate letterhead stating:

1. organization name
2. name and title of designated employee(s)
3. name, title, and business phone of person authorizing the application
4. a statement of financial responsibility for bills incurred by the card holder(s)
5. if the organization is tax exempt or non-profit or a governmental organization, the letter must state this fact and provide proof e.g. IRS tax exempt status.

Organization cards may not be used by card holder for personal research.

For more information, call 503-686-3065.



UNIVERSITY OF OREGON

LIBRARY

PUBLIC BORROWER PROGRAM

Any individual may consult the collections of the University of Oregon Library on site and without charge. Through the Public Borrower Program, the UO Library offers borrowing privileges to persons not affiliated with the University.

The fee for the Public Borrower Card is \$25 per year. Borrowing privileges expire one year from date of purchase. Persons 62 years and older may pay \$15 per year, and special rates apply to members of UO Lane County Alumni Association. Public borrowers are extended the same privileges as are UO undergraduate students with the exception of borrowing privileges from the Instructional Media Center. Interlibrary loan services are available to Public Borrowers for a fee. The charge is \$6.00 for each successful transaction.

Borrowers should refer to the University of Oregon Library Circulation Policy for a complete list of library policies and borrower responsibilities. Borrowers must report lost or stolen cards immediately to the Circulation Desk Supervisor in the Main Library. Change of address must be reported immediately.

Questions about the Public Borrower Program may be directed to the Head of Circulation or Circulation Desk Supervisor in the Main Library, 686-3065.

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THE LIBRARY • EUGENE, OREGON 97403-1299 • TWX: 5105970354 • TELEPHONE (503)

An Equal Opportunity, Affirmative Action Institution



UNIVERSITY OF OREGON

_____ date

Congratulations! You are the recipient of a University of Oregon Public Borrower Card.

The University of Oregon Library is Oregon's largest and most comprehensive academic library. This card gives you borrowing privileges at the University of Oregon Main Library, and the Architecture and Allied Arts, Science, Mathematics, Public Affairs, Map, and Law Libraries.

In order to use your Public Borrower Card, it must be validated and your application must be completed. Please bring one piece of photo identification to the Main Library Circulation Desk when you first visit the Library, and staff will be happy to help you complete the application.

We hope to see you soon so that we may issue you the validated card. We look forward to serving you during your visits.

If you have questions concerning circulation policy, or the privileges your Public Borrower Card affords you, please contact the Circulation Desk Supervisor or the Head of Circulation (686-3065).

Patricia A. Wand
Assistant University Librarian
for Public Services

UNIVERSITY OF OREGON LIBRARY

PROCEDURE FOR OBTAINING COURTESY LIBRARY PRIVILEGES
UO GRADUATE STUDENTS (NON-LAW), ON-LEAVE STATUS

Upon occasion, University of Oregon graduate students who are on-leave may require borrowing privileges from the UO Library. In order to facilitate this need, the Library will provide a courtesy borrower's card for one term to these students.

Graduate students may file for official on-leave status with the Graduate School, 125 Chapman Hall, within the first two weeks of the term following the term they were last enrolled. The Library will issue courtesy Public Borrowers' cards for one term while graduate students are on approved leave. If the approved leave is for more than one term, graduate students may select which term they wish to receive free borrowing privileges from the Library. Courtesy borrowers' cards entitle graduate students to borrowing privileges commensurate with other Public Borrowers, eg., two week loans, and Interlibrary Loan services for a fee. Law School does not grant on-leave status.

Graduate students on leave who require borrowing privileges longer than one term may purchase Public Borrower cards at the Circulation Desk, Main Library, or may use library materials on site. Public Borrower privileges may be purchased for twelve months at \$25.00.

The Library will honor UO photo ID cards and Certificates of Paid Tuition with spring term validation through summer session and fall intersession.

To obtain courtesy borrowing privileges for one term while on official on-leave status:

1. Graduate student obtains approval for on-leave status from the Graduate School. Student presents pink copy of the completed "Application for On-Leave Status--Graduate School" (form GS 700) to the Circulation Desk, Main Library, during the term in which s/he requires library borrowing privileges.

2. Graduate student will be issued a courtesy Public Borrower Card if the following conditions are met:

- student does not owe the University money

- student has not previously been issued a courtesy card within the time of his/her approved leave

Graduate students who require further information about library borrowing privileges while on leave may contact the Head of Circulation or the Circulation Desk Supervisor, Main Library. Phone: 686-3065

9/85

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PUBLIC BORROWER PROGRAM

Privileges to Organizations

The University of Oregon Library offers borrowing privileges to organizations under the auspices of the Public Borrower Program. Organizations needing to borrow material for research purposes may authorize a designated employee to apply for a Public Borrower Card.

The fee for organization borrowing privileges is \$100 per year, and each organization may designate up to four employees for that fee. Those organizations needing more representatives may pay \$25 for each additional card.

Non-profit, tax exempt organizations and government agencies may apply for the Public Borrower Card at no charge. Each organization may designate up to four employees to act as card holders at no charge.

If an employee leaves the organization, or if the responsibilities for research are transferred to another employee, the organization must return the original card to the Library and request a replacement card for the new employee. It is the organization's responsibility to report lost or stolen borrower cards immediately to the Circulation Desk Supervisor in the Main Library, 686-3065.

Organization cards may not be used by card holders for personal research.

For an organization to apply for a Public Borrower Card, the designated employee must present a letter on corporate letterhead stating:

1. Organization name
2. Name and title of designated employee(s)
3. Name, title, and business phone of person authorizing the application
4. Statement of financial responsibility by the organization for the bills incurred by the card holder(s)
5. If the organization is tax exempt or non-profit or a governmental agency, the letter must state this fact and provide proof, e.g., IRS tax exempt status

Borrowing privileges expire one year from the date the Public Borrower Card is issued. If an organization designates more than one card holder, subsequent cards expire on the date the first card was issued.

An organization may renew its borrowing privileges by issuing a new letter of request and following steps 1 - 5 listed above. If an organization has outstanding debts to the University Library at the time of renewal, those debts must be paid before the card will be renewed.

Individuals representing organizations are given the same borrowing privileges that apply to UO undergraduate students with the exception of borrowing privileges from the Instructional Media Center. Interlibrary loan services are available to Public Borrowers for a fee. The charge is \$6.00 for each successful transaction.

Please refer to the UO Library Circulation Policy Statement for a complete list of library policies and borrower responsibilities. An abbreviated list of library regulations follows:

1. *Loan periods:* Most circulating materials are due in two weeks. Restricted materials have varying due dates. It is the responsibility of the borrower to return library material on or before the due date stamped on the charge slip.
2. *Fines:* Fines for overdue general material are \$.25 per day. Overdue restricted and recalled material may be fined at \$1.00 per day, \$.25 per hour, or \$1.00 per hour, depending upon the type of material.
3. *Recalls:* All library materials are subject to recall at any time.
4. *ID card:* The Public Borrower Card serves as the currently validated UO ID card and must be presented at every library transaction.
5. It is the responsibility of all borrowers to know and abide by library policy. Policy statements may be obtained at service desks.



UNIVERSITY OF OREGON

Public Borrower Library Card Application

Name _____
last first middle

Social Security # - -

Mailing address: _____
street or box
_____ city state zip

Forwarding % address: _____
street or box
_____ city state zip

Signature: _____

Telephone (home) _____
(work) _____

Are you over age 18? _____

Are you 62 or older? _____

Are you a UO Faculty/Staff
legal spouse? _____

Are you currently enrolled at
LCC or NCC? _____

UNIVERSITY OF OREGON LIBRARY

Confidentiality of Circulation Records

INFORMATION REGARDING WAIVER

ATTENTION: Faculty and graduate students:

To ensure academic freedom of thought, Oregon law (ORS 192.500j) exempts library circulation records from disclosure. This law is enforced by the University of Oregon Library policy that guarantees confidentiality of circulation records.

At the request of some faculty the UO Library has adopted a waiver option for faculty and graduate students. By initialing the waiver statement on each charge card, faculty and graduate students negate the nondisclosable status of the charge out record, enabling other faculty and graduate students to find out if they have that book charged out. Persons wishing to waive their right to confidentiality are reminded that they may be contacted at any time, and that the library material remains their responsibility until it is returned directly to the Library and discharged from their names.



UNIVERSITY OF OREGON

September 16, 1996

MEMORANDUM

To: Faculty and Staff, University of Oregon Library System

From: George W. Shipman, University Librarian

Re: New Policies for Friends of the University Libraries

For your information, the Board and membership at large of the Friends of the University Libraries recently voted to redefine a "friend" of the libraries to include all donors to the library.

There will be a few changes in library procedure stemming from the change.

The Friends of the University Libraries will no longer issue "membership cards."

All donors to the University of Oregon Library System will be informed that they qualify as "friends."

All donors to the libraries ("friends") will receive the Library Notes newsletter and invitations to library events and programs.

The library has discontinued complimentary borrowing privileges for "friends," with three exceptions (see below), in order to comply with the US Tax Code which prohibits benefits or perquisites in excess of one percent of the value of gift received. The UO Foundation has asked us to adhere to the letter of the law.

Exceptions to the above: 1) 1995-96 annual members of the Friends of the University Libraries will receive a one year extension of their privileges, as a courtesy. Those who qualify have been notified and have been asked to bring in their letter of notification to activate the extension, which is good through December, 1997. 2) Annual members of the President's Associates (this program does not violate the tax code. Call Mimi Grober with questions). 3) Life Members of the Friends of the University Libraries and the President's Associates. The library will continue to honor its commitments to these two groups.

Patrons with questions regarding the Friends and support for the libraries should be directed to Mimi Grober, 346-2683.

OFFICE OF THE LIBRARIAN

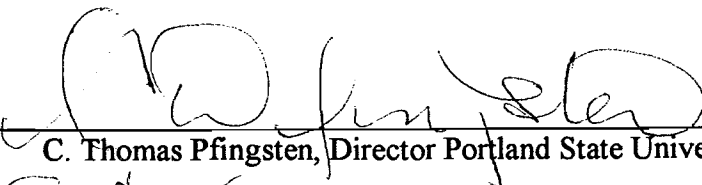
The Knight Library · 1299 University of Oregon · Eugene OR 97403-1299 · (541) 346-3056 · Fax (541) 346-3485

Letter of Agreement Between
University of Oregon Library
And
Portland State University

1. The purpose of this Letter of Agreement is to provide library support for students enrolled in Portland State University's Statewide Master of Social Work Program (PSU/MSW) at the University of Oregon Library (hereafter referred to as the Host Library).
2. Students in the PSU/MSW program will be entitled to borrowing privileges normally accorded graduate students at the Host Library.
3. The Host Library will provide interlibrary loan services to PSU/MSW students at the same level and with the same charges as for graduate students at the Host Library's institution. Any charges incurred will be the responsibility of the borrower.
4. Faculty in the PSU/MSW program may put items from the Host Library's collection or from other sources on reserve at the Host library.
5. The Host Library will be provided a current subscription to Social Work Abstracts on CD-ROM for the duration of the PSU/MSW program.
6. PSU/MSW will pay the Host Library \$3,200 no later than October 1, 1997. It is expected that these funds will be used for local collection development and electronic access to social work information, interlibrary loan service, and other appropriate expenditures in connection with the PSU/MSW program. Decisions on how these funds are used will rest with the Host Library so long as the terms and conditions of this agreement are met.
7. Prior to the beginning of each quarter PSU/MSW will provide a list of all students enrolled in the program.
8. Students and faculty in the PSU/MSW program will abide by the rules and policies of the Host Library. Library privileges may be denied to any student or faculty member who abuses them.
9. The term of this agreement shall be from September 29, 1997 to September 29, 1998.

PSU/MSW Letter of Agreement - 2

10. Renewal of this agreement will be by both parties no later than July 31, 1998. Future payments to the Host Library in years two and three of the program will be dependent on the availability of funds.

By: 
C. Thomas Pfingsten, Director Portland State University Library

Date: Sept 15, 1997

By: 
Sherwin L. Davidson, Dean School of Extended Studies

Date: 9/15/97

By: 

Date: Oct 3, 1997



UNIVERSITY OF OREGON PROXY PROGRAM

The University of Oregon has established the Proxy Program in order to enhance access to its collections. This service is intended to be used primarily by UO faculty, but may also be used to meet special access needs of UO students or staff. The Proxy Program allows a borrower to designate another person to act as his/her representative when performing circulation transactions in the Library. Borrowers who appoint proxies must sign the Proxy Program form. By doing so, they acknowledge financial responsibility for all library material checked out in their name, and agree to abide by library policies governing the use of that material.

Materials checked out by the proxy are intended to be for the use of the borrower who appointed the proxy. Loan periods and other rules regarding use of material are based on the status of the borrower.

Proxy cards are issued at the Circulation Desk, Knight Library.

1. Proxy appointments may be no longer than one year from date of appointment.
2. Proxy privileges expire when either the borrower or proxy is no longer affiliated with the University.
3. If the borrower wishes to change proxies or end proxy privileges, s/he must retrieve the proxy card and notify the Circulation Department, Knight Library.
4. The borrower must be currently employed by the University (except in cases of Emeritus faculty) or be currently enrolled at the University.
5. The proxy should have borrowing privileges in his/her own name.
6. UO faculty (including Emeritus faculty) may designate one person as proxy.
7. Deans may designate more than one person to act as proxy; such requests for multiple proxies must be authorized by the Head of the Circulation Department, Knight Library.
8. Students who are physically limited may appoint one person to act as proxy. These requests for proxy privileges must be authorized by the Librarian in charge of Services to Students with Disabilities.
9. Students who have special needs (such as those permanently living in remote areas) may appoint one person to act as proxy. These requests for proxy privileges must be authorized by the Head of the Circulation Department, Knight Library.

9/91

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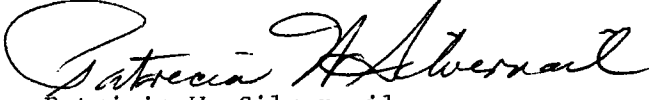


UNIVERSITY OF OREGON

November 18, 1983

MEMORANDUM

TO: Library Department Heads and Faculty

FROM: 
Patricia W. Silvernail
Assistant University Librarian
for Public Service

SUBJECT: Borrowing Privileges to Incoming Students

Students who have been newly admitted to the University of Oregon sometimes come to the Library to request privileges before they actually enroll in the University.

Effective immediately when an incoming student presents a letter admitting her/him to the University and requests borrowing privileges from the Library s/he will receive privileges for up to one full term before s/he plans to register. The fee charged to Public Borrowers will be waived for this category of library users.

Incoming students requesting borrowing privileges should be referred to the Circulation Desk, Main Library, to apply for a temporary library card.

Please file this memorandum in your circulation procedure and policy manual.

PWS/MMG



UNIVERSITY OF OREGON

September 19, 1984

MEMORANDUM

TO: Public Service Department Heads

FROM: Patricia W. Silvernail *Patricia W. Silvernail*
Assistant University Librarian for Public Services

SUBJECT: Library privileges to Continuing Education Students

Again this year we will honor the Certificate of Paid Tuition when presented by Continuing Education students who request borrowing privileges. All Continuing Education students receive two week borrowing privileges.

At the bottom of this memorandum you will find a photocopy of the Certificate of Paid tuition issued to Continuing Education students.

PWS:md

cc: Dick Schminke
Ron Trebon
Library Administration

521	68	1160	DOE, JANE T.	Previous Name	FALE	
Social Security No.			Name: Last, First, M.I.			
ADDRESS (PLEASE PRINT)			UNIVERSITY OF OREGON CONTINUATION CENTER 333 Oregon Hall Eugene, OR 97403 (503) 686-4231		FEE: 192 SAMPLE	
1331 OAK Eugene, Ore 97403					CERTIFICATE OF PAID TUITION	
TEL: 425-1111			Highest Degree BA Where OSU When 1966			
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD			Your Date of Birth 6.6.46		Have you previously taken courses through the University of Oregon?	
COURSES LISTED BELOW REPRESENT STUDENT'S OFFICIAL REGISTRATION						
NUMBERS	TIN	Credits	Dept.	Number	Grade Option	Course Title
	6081	3	CE	507	p/mp	CURRIC. Development
EXPIRATION DATE	SPECIAL #					
SIGNATURE						

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RECIPROCITY AGREEMENT

between

LEARNING RESOURCE CENTER
NORTHWEST CHRISTIAN COLLEGE

and

LIBRARY
UNIVERSITY OF OREGON

On this 22nd day of August, 1984 an agreement was reached between the libraries of the University of Oregon and Northwest Christian College whereby faculty and students of each institution may enjoy the borrowing privileges provided the undergraduate students in the other institution, according to the following stipulations:

1. Students and faculty using the library of the other institution will abide by the policies of that library. Library privileges may be denied to any student or faculty who abuses them.
2. Each library will honor the currently validated photo ID card of the other institution. For students, borrowing privileges are available during the academic session only, not during the intersession. Faculty ID cards with current year validation will be accepted for borrowing privileges throughout the year.
3. All material borrowed will be returned to the library from which it was charged.
4. Interlibrary Loan service will be provided by the home institution to its own faculty.
5. Each library will bill patrons directly for overdue material and/or fines accrued. If the patron does not respond to the efforts of the lending library and the material is not returned or the fines not paid, the library of the home institution will be fiscally responsible to reimburse the lending library. The home institution will then take whatever steps necessary to collect the money from the delinquent student or faculty.
7. A. Students and faculty of NCC may not borrow materials or equipment from the UO Instructional Media Center.
B. Students and faculty of UO may not borrow materials or equipment from the NCC Audio Visual Services.

8. This agreement supersedes all former agreements which may have existed. This agreement shall be reviewed every five years or at the initiation of one of the participating institutions.

8/24/84
date

8/28/84
date

Agreed:
George W. [Signature]
University Librarian
University of Oregon

Marjorie W. Hewitt
Director, Learning Resource Center
Northwest Christian College

RECIPROCITY AGREEMENT

between

LEARNING RESOURCE CENTER
LANE COMMUNITY COLLEGE
and

LIBRARY
UNIVERSITY OF OREGON

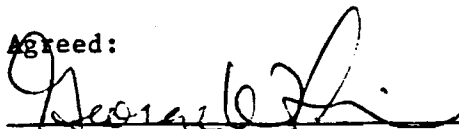
On this 6th day of September, 1984 an agreement was reached between the libraries of the University of Oregon and Lane Community College whereby faculty and students of each institution may enjoy the borrowing privileges provided the undergraduate students in the other institution, according to the following stipulations:

1. Students and staff using the library of the other institution will abide by the policies of that library. Library privileges may be denied to any student or faculty who abuses them.
2. Each library will honor the currently validated photo ID card of the other institution. For students, borrowing privileges are available during the academic session only, not during the intersession. Staff ID cards with current year validation will be accepted for borrowing privileges throughout the year.
3. All material borrowed will be returned to the library from which it was charged.
4. Interlibrary Loan service will be provided by the home institution to its own faculty.
5. Each library will bill patrons directly for overdue material and/or fines accrued. If the patron does not respond to the efforts of the lending library and the material is not returned or the fines not paid, the library of the home institution will be fiscally responsible to reimburse the lending library. The home institution will then take whatever steps necessary to collect the money from the delinquent student or faculty.
7. A. Students and staff of Lane Community College may not borrow materials or equipment from the UO Instructional Media Center.
B. Students and staff of UO may not borrow materials or equipment from the LCC Audio Visual Services.

8. This agreement supersedes all former agreements which may have existed. This agreement shall be reviewed every five years or at the initiation of one of the participating institutions.

9/6/84
date

Agreed:


University Librarian
University of Oregon

5/2/84
date


Director, Learning Resource Center
Lane Community College




UNIVERSITY OF OREGON

November 8, 1983

MEMORANDUM

TO: Library Department Heads

FROM: Patricia W. Silvernail 
Assistant University Librarian
for Public Service

SUBJECT: Library Privileges to Lane Community College Faculty
and Staff

It has come to my attention that Lane Community College faculty and staff are issued plastic photo ID cards that say "Staff", not making a distinction between faculty and staff. In order to fill the spirit of our reciprocal agreement with LCC Library, we must honor all such ID cards as if the card carrier were a faculty member. This means that all LCC "staff" members who present currently validated ID cards may borrow general materials for two weeks.

Please alert all staff at desks to this fact.

PWS/MMG

cc: Library Administration




UNIVERSITY OF OREGON

September 21, 1983

MEMORANDUM

TO: Library Department Heads

FROM: 
Patricia W. Silvernail
Assistant University Librarian
for Public Service

SUBJECT: Reciprocal agreement with Lewis and Clark College Library

According to an agreement reached with Lewis and Clark College several years ago, the following is in effect:

Lewis and Clark faculty: Same borrowing privileges as UO undergraduate students. I.D. cards have "Good through" category which is followed by an expiration date or the word "permanent".

Lewis and Clark students do not have borrowing privileges. If they want borrowing privileges they must purchase them through the Public Borrowers Program.

PWS/MMG

cc: Library Administration

CHAPTER THREE

Categories of Borrowers

* not in a database

Library users wishing to borrow material fall into two categories: Two-week Borrowers and Six-month Borrowers. Six-month Borrowers include the subcategory Term Loan Borrowers.

Two-week Borrowers

University of Oregon

- * Associates
- * Associates--Campus Interfaith Ministry
- * Classified staff
- Community Education students *GA*
- Continuing Education students *GA*
- Cooperating Teachers ** also loan*
- * Friends of the Library
- ~~High School Equivalency (HEP) students~~
- Honors College students
- ~~Management Service staff~~
- ~~Summer Enrichment Program students and staff~~ *TAG*
- Undergraduate students *check HC students*
- Upward Bound students
- * Auditors
- Interlibrary loan requests *variable*
- * Lane Community College students and staff (includes faculty)
- Lewis and Clark College Faculty
- Northwest Christian College students and faculty
- * OSSHE faculty
- * OSSHE students, graduate and undergraduate
- * Public Borrowers *(under no borrow)*
- * Temporary library card holders

Newly admitted students

*LAW LIBRARIANS
LOCAL LIBRARIANS
ETC*

*These are all checked by [unclear]
IN HOUSE PROCESSING*

*they
should
have
to look
to cat*

*binding
n.c.*

*100: LIBRARIES
LOW STAFFING
"back room"
copy work
lost a number*

certain other persons authorized by lib. admin

Six-month Borrowers

University of Oregon

- Faculty
- * Faculty, retired and Emeriti
- * Faculty proxies
- Graduate students
- * President Associates
- ~~Research Assistants~~
- ~~Research Associates~~

Term Loan Borrowers

University of Oregon

- * Cooperating Teachers
- Faculty, summer session appointments
- Faculty with temporary cards issued by Johnson Hall

HONORS COLLEGE STUDENTS WORKING FOR THESE SERVICES

No Borrowing Privileges to:

University of Oregon

- ~~Auditors~~
- * Temporary employees without I.D. cards
- Volunteers
- OSSHE staff

[unclear]

65 A ✓

ST ✓

photo I.D.

Lane Community College

June 21, 1984



Mr. George Shipman, Director
University of Oregon Library
University of Oregon
Eugene, OR 97403

REFERENCE: Telephone Conversation of June 21

All Lane Community College faculty with photo identification cards that have not been validated for summer session or any other current registration period should be referred to the Lane Community College Library where updated certification will be provided at no cost.

Sincerely,

Clifford G. Dawdy
Clifford G. Dawdy, Director
Learning Resource Center

jdk

February 3, 1993

MEMORANDUM OF AGREEMENT

We, the undersigned, as approved and designated representatives of Pacific University Library and the University of Oregon Library agree to the following:

Pacific University Library agrees to purchase a public borrower's card from the University of Oregon Library for each Pacific University student enrolled in the Master of Arts in Teaching Program--Eugene Campus. The Pacific University students holding these cards will be entitled to all access and borrowing privileges, as well as all restrictions which normally apply to holders of public borrowers cards.

The University of Oregon Library will bill students directly for overdue material and/or fines accrued. If the patron does not respond to the efforts of the lending library and the material is not returned or the fines not paid, Pacific University Library will assume financial responsibility for these accounts. All invoices will be paid within 30 days.

Pacific University will inform the University of Oregon Library if a student withdraws from the program. No refunds will be issued to Pacific University Library.

If Pacific University Library or the University of Oregon Library wishes to terminate this agreement, three months written notice will be given. In such an event, all outstanding materials will be recovered and all financial obligations will be paid by Pacific University Library before the agreement is considered to be dissolved.

The cards and this agreement shall be valid until December 31, 1993 and subject to review annually thereafter.

Alex Toth
Alex Toth, Reader Services Librarian
Pacific University Library

Feb. 8, 1993
DATE

Deborah A. Carver
Deborah A. Carver
Assistant University Librarian for
Public Services
University of Oregon Library

Feb-3, 1993
DATE



Shirien Stevens
CIRCULATION DEPARTMENT

UNIVERSITY OF OREGON

April 21, 1987

one will be
posted ~~where~~
somewhere at
counter

MEMORANDUM

To: Library Department Heads

From: Patricia A. Ward *Pat*
Assistant University Librarian
for Public Services

Subject: Honoring validation stickers or Certificates
of Paid Tuition for 1987-88

Aw ✓
DS ✓
AM ✓
Nw ✓
EMA ✓
DS DS
RT ✓

During the current and next academic year the Library will honor validation stickers on the photo I.D. card and/or the Certificate of Paid Tuition from the previous term according to the following dates:

<u>Honor sticker/Certificates from:</u>	<u>Until:</u>
Spring, Summer, 1987	October 1, 1987
Fall 1987	January 9, 1988
Winter 1988	April 2, 1988
Spring, Summer, 1988	September 29, 1988

The date in the far right column is the first date in the quarter that students must pay a late fee in order to register. Most students should be registered by that date.

Because the Law School is on a different academic calendar, Law students with Winter '87 validation stickers may borrow material until August 27, 1987. Beginning August 27, 1987, Law School students must have the fall 1987 stickers.

1986-87 validation stickers for faculty and staff expire on October 31, 1987. Beginning November 1, all permanent employees of the University of Oregon should have 1987-88 stickers on their photo I.D. cards.

Please remind all desk attendants of the importance of the photo I.D. card. No library materials may be charged without the borrower showing the photo I.D. card or an authorized UO Library card. People requesting an exception must be referred to the desk supervisor.

There are ^{three} ~~two~~ groups of borrowers who are not routinely issued photo I.D. cards: namely, UO auditors and Continuing Education students. These patrons may borrow material by showing only their Certificates of Paid Tuition.

PAW:ljs
cc: Library Administration

Community Education

Is this spring from ID ok through summer?

Yes!

ew

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UNIVERSITY OF OREGON

May 15, 1992

Ms. Sue Rhee, Director
Learning Resource Center
Northwest Christian College
828 East Eleventh Ave.
Eugene, OR 97401

Dear Ms. Rhee

As we discussed on the phone, NCC students enrolled in summer courses will be entitled to borrow materials from UO Library, provided they have the appropriate sticker/stamp on their ID cards. The same privileges and restrictions mentioned in the 1984 agreement will apply. Please send us a copy of your term schedule, so we will know when summer session begins and ends. Due dates for materials checked out to summer students will not extend beyond the end of the summer term.

Deborah Carver

Assistant Librarian for Public
Services

cc. Shirien Stevens

I believe PAC request "borrowing privileges for NCC students will not extend beyond the end of summer term"

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UNIVERSITY OF OREGON

January 14, 1986

MEMORANDUM

TO: Library Department Heads

FROM: *Pat*
Patricia A. Wand

SUBJECT: Borrowing privileges to UO auditors

Effective immediately, auditors of UO courses will be eligible for the same borrowing privileges enjoyed by undergraduate students. This is a change in previous policy and should be drawn to the attention of all staff.

Please note the sample "Permit to Audit" copied below. This should be recognized as the auditor's library card, in lieu of the UO photo I.D. card.

If questions arise about this new policy, please contact me immediately.

<p><i>Wood, Tom</i> <i>894-30-1234</i> Social Security Number</p>	<p>This permit, when validated authorizes the within named person to AUDIT the following course(s).</p>	<p>Valid for course enrollment only and no other University services</p>					
<p>Address</p>	<table border="1"> <thead> <tr> <th>Course No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td><i>CH 405</i></td> <td><i>Chemistry</i></td> </tr> <tr> <td><i>#6195</i></td> <td><i>- 03 cl.</i></td> </tr> </tbody> </table>		Course No.	Title	<i>CH 405</i>	<i>Chemistry</i>	<i>#6195</i>
Course No.	Title						
<i>CH 405</i>	<i>Chemistry</i>						
<i>#6195</i>	<i>- 03 cl.</i>						
<p>Phone</p>	<p>This permit does not entitle the person to any University privileges which are based on payment of incidental or other fees.</p>	<p>UNIVERSITY OF OREGON Permit to AUDIT</p>					
<p>STUDENT COMPLETE THIS SECTION ONLY</p>	<p><i>SAMPLE</i> <i>REGISTRAR'S</i></p>						
<p>UNIVERSITY OF OREGON PERMIT TO AUDIT</p>	<p><i>Tom</i> TERM 19<i>85</i></p>	<p>FOLD</p>					

CHAPTER SEVEN

Fines and Charges

To ensure the prompt return of library materials, to encourage responsibility in their use, and to assure their availability to all readers, fines and charges are levied for overdue, mis-use or loss of library materials.

All borrowers are subject to fines for overdue material.

UO faculty will not be fined for overdue general materials, but they are subject to fine for recalled and restricted materials. UO Presidents Associates are not subject to fines on general materials.

UO graduate students are subject to all fines, including the \$.25 per day fine for general material.

All borrowers in the two week category are subject to all fines.

Fines are assessed for the hours or days material is overdue and the library is open.

Fines for overdue materials:

General materials: \$.25/day
Restricted materials: \$.25/hour, \$1/hour for material in demand
Recalled and seven-day material, including science/math periodicals:
\$1/day
Maximum fine: \$10

\$1 1st hr or portion

It is Library policy that fines accrue on the first day or hour (or portion thereof) they become overdue. Because the Business Office does not currently process fines for amounts less than \$1.00, Library staff will not calculate or process fines of less than \$1.00.

Borrowers who lose or fail to return Library materials will pay:

Replacement cost of item
\$6.00 service charge
Accrued fine

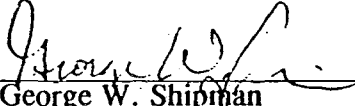
Other charges:

Damaged but repairable items: \$10.00
Failure to return carrel key or failure to renew carrel in a timely manner: \$5.00
Public Borrower fees:
General: \$25.00/yr
Lane County Alumni Association member: \$18.50/yr
Senior: \$15.00/yr
Corporate: \$100.00/yr

OSSHE INTERINSTITUTIONAL LIBRARY COUNCIL

On this 9TH day of March, 1994, an agreement was formalized and amended among the libraries of institutions in the Oregon State System of Higher Education whereby faculty and students of each institution may enjoy the borrowing privileges from libraries in the other institutions, according to the following stipulations:

1. Students and faculty may use their validated photo ID card to borrow materials from any OSSHE library. Patrons using the libraries of other institutions will abide by policies of that library. Library privileges may be denied to any student or faculty who abuses them.
2. Any faculty or student who is not issued a validated photo ID may be issued an OSSHE library card by contacting their home institution library. The home library will determine whether a special program merits borrowing privileges throughout the OSSHE system. The following programs or groups are excluded from receiving the OSSHE library card:
 - . community borrowers
 - . corporate borrowers
 - . Friends of the Library groups
 - . alumni association members
 - . students not currently enrolled
3. OSSHE library cards may also be issued to students who are associated with OSSHE-sponsored programs but not affiliated with any particular institution, e.g. Emporia State's MLS program.
4. All material borrowed will be returned to the Library from which it was charged. Fines accrue until material is checked in at the owning library or the maximum fine is reached.
5. Interlibrary loan service will be provided by the home institution. Students associated with OSSHE-sponsored programs may receive ILL service from the closest institution.
6. Each library will bill faculty and students directly for overdue material, fines, or other charges accrued. If the patron does not respond to the efforts of the lending library and the material is not returned or fines paid, the library of the home institution may take steps to block further privileges.
7. Students and faculty may be restricted from borrowing materials from specific collections within some libraries.
8. This agreement supersedes all former agreements which may have existed. This agreement shall be reviewed every five years or at the initiation of one of the participating institutions.


George W. Shipman
Chair, ILC

Date 3/21/94