

Southern University Law Center

POLICY TITLE
Law Library Lending Policy

POLICY NUMBER
1-002

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| Responsible Unit: Academic Affairs | Effective Date: 7/18/2001 |
| Responsible Official: Director of Library Services | Last Reviewed Date: 10/1/2019 |
| Policy Classification: Law Library | Origination Date: 7/18/2001 |

I. POLICY PURPOSE:

To apprise SULC library users of their privileges and responsibilities in the appropriate use of borrowing library materials.

II. POLICY SCOPE AND AUDIENCE:

This policy applies to all SULC users who borrow library materials.

III. POLICY COMPLIANCE:

New and revised library policies introduced for approval after the effective date of this policy shall comply with this policy.

IV. POLICY DEFINITIONS:

Library – The Oliver B. Spellman Law Library of the Southern University Law Center.

Patrons/ Users – SULC students, faculty, and staff.

Guest Patrons/Users - SUBR students, faculty, staff and the general public who utilize SULC library resources.

ILL (Interlibrary Loan) - system whereby library materials not owned by the library are borrowed on a user's behalf from participating institutions.

V. POLICY

Identification

Identification is required for checking out material. Students, Faculty, and Staff must have a valid Southern University Law Center ID card.

Loan Periods

Books - 14-day loan

Reserve Materials - 2 hours; 24 hours; 2 days

Renewals

Fourteen (14) day loans may be renewed one time for an additional 14 days if another patron has not requested the item. Renewals are subject to recall. Reserves & Exams are renewed at the discretion of the Reserve and Circulation Librarian.

Recalls

Initial 14-day loans may be kept for the entire loan period. Recalls may be placed at any time. Renewals/overdue items are subject to recall.

Rush Recall

Titles needed for Reserve Collection may be recalled at any time.

Recall options are at the discretion of the Circulation and Reserve Librarian.

Overdue Fines

Fourteen (14) day Loans:

\$0.35 per day

Maximum fine is the cost of the book.

Reserves & Exams:

\$1.00 per day for titles with daily loan periods

\$1.00 per hour for titles with hourly loan periods

\$16.00 maximum per day

Replacement Fees

Patrons are billed for failing to return items following overdue notices. These volumes are considered lost by the library. Each volume is billed at the cost of the book plus a \$15.00 replacement fee and must be paid, as are any overdue fines on Reserve Collection titles.

After a billing statement is sent, patrons must pay any overdue fines, even if the book is eventually returned to the library.

Patrons may not provide a replacement copy for a lost or damaged item.

Appeals

You may appeal overdue fines, but lost book charges cannot be appealed. To appeal, contact the Circulation and Reserve desk at (225) 771-2146.

Invoicing

Items that have not been renewed within 45 days of the due date are considered "lost." Patrons will be sent a bill for replacement fees and any fines incurred. If more than five books are involved, a block will be placed on further borrowing.

Payment of Fees

Fees must be paid as they appear on your billing statement that you receive for the semester.

Nonpayment Penalties

When an account reaches \$50.00 in non-payments, a hold is placed on University records. Users having outstanding fees may also be blocked on the circulation system and overdue accounts will eventually be referred to a collection agency.

Return of Lost Books

If a lost book is returned, the cost of the book will be refunded only. The replacement cost and the overdue fines are still due.

Avoiding Library Charges

- Return reserve materials on time. Check the receipt for the date and time an item is due.
- Don't ignore overdue notices. If you feel you have gotten an overdue notice in error, contact the Circulation and Reserve Department as soon as possible. If it is an error, it can be corrected before it is invoiced and a hold is placed on your University records.
- Change your address when necessary. Please make sure the address in your University records is current.

Interlibrary Loan Services (ILLiad)

The library uses ILLiad to request and lend items through interlibrary loan. The name ILLiad is an acronym for Interlibrary Loan Internet Accessible Database. All SULC students and faculty are eligible to use ILLiad to request materials not held by the Spellman Law Library. ILLiad can be used to submit ILL requests,

check status of ILL requests, request renewals of loaned materials and view borrowing history and due dates of interlibrary loans.

Questions?

Questions concerning these matters can be discussed with the Circulation and Reserve Librarian, Room 146, Monday - Friday, 8 a.m. - 5 p.m., or call (225) 771-2146.

Policy Approval:



Phebe E. Huderson-Poydras

10/1/2019

Date