

Circulation Policy

- An official LSUA photo-ID is required to check out books.
- Books loaned to LSUA students or non-LSUA borrowers circulate for thirty days.
- LSUA Students, Staff, and LALINC borrowers are limited to eight books out at a time.
- Other non-LSUA borrowers are limited to 3 books out at a time.
- LSUA Faculty are limited to twenty-five books out; loans from the circulating collection are due the last day of classes each semester. Other loans to faculty are normally due the next day or whatever due date the library determines for the particular item.
- Circulating books may be renewed once unless they are placed on hold by another or they are overdue. Renewals may be granted by telephone or email request.
- A hold may be placed on any book already checked out;
- Instructors occasionally request that the library recall a book so that it may be placed on Reserve. Recalled books are due back immediately.
- The library operates on a “no fines” system. This system continues to operate because of the cooperation of each student.
- Reference materials and microfilm do not circulate. (Some reference materials are in the stacks.)
- Library materials in nursing (call no. 610-620) and literature (call no. 800-899) are not available for checkout to non-LSUA users.

Reserve Materials

Reserve Materials may be checked out for use as specified by the instructor placing the item on reserve. An item designated for “in library use only” may be used within the library for a period of two hours. Items designated for “overnight use” may be checked out at any time, but must be returned by 1:00 p.m. the following day.

Library Cards

LSUA Students, Faculty, and Staff

Students, faculty, and staff must present a current LSUA ID card to check out library materials. Students, faculty, and staff that cannot show their ID may present a driver’s license at the time of check out only if the information on the license matches their personal information listed in the student roster.

NON-LSUA Borrowers

Non-student borrowers must obtain a LSUA non-student ID card from Enrollment Services and present it at the circulation desk each time they borrow a book. *Exception: When Enrollment Services is closed, non-student borrowers will be allowed to check out books once without LSUA ID. After this initial checkout, a non-student must come to LSUA when Enrollment Services is open to get an LSUA ID card.*

Registration for library privileges:

The borrower must present some form of valid government-issued picture ID, current address, place of employment, home and work telephone numbers, and social security number.

LSUA Library Services reserves the right to withdraw borrowing privileges from those who abuse them. Local residents will often find their general library needs met better by using their local public library branch.

Local residents

The library lends materials to residents over the age of 17 living in the parishes contiguous to Rapides Parish. These parishes include Allen, Avoyelles, Evangeline, Grant, Natchitoches, and Vernon. Privileges will be granted for a maximum of two years and may be renewed.

LSUA Faculty/Staff Dependents

The library will lend books to minor dependents of LSUA faculty and staff. The parents/guardians are responsible for their dependent children.

LALINC Borrowers

Qualified borrowers from LALINC institutions will be required to present a LALINC card, their institutional ID, and valid government-issued photo ID when requesting borrowing privileges. The expiration date on the LALINC card will be the expiration date of their LSUA privileges; however, in no case will privileges extend beyond one year from the date of issue. After registering at LSUA, only LSUA photo ID will be required.

Northwestern State University and Louisiana College

NSU and LC students and faculty need an LSUA non-student ID card.

Overdue Materials

An overdue notice will be sent to any borrower with overdue items. At the time that the item becomes overdue, a notation is made in the record of the borrower. A student must return overdue library materials or pay fees as listed below. Users are blocked from further borrowing until the materials are returned or fees have been paid.

Faculty and staff are required to return materials at the end of each semester; permanent faculty and staff may renew materials once by telephone or email. After the first renewal, the permanent faculty or staff member must physically bring items into the library for renewal.

Lost and damaged materials

LSUA library materials are the property of the State of Louisiana. Restitution is required for any library materials that are lost, mutilated or destroyed.

- Lost or destroyed book charges include the cost of replacement for a college library book as recorded in the current edition of *The Bowker Annual* (Minimum \$52) and
- A service charge of \$23 for each lost, destroyed (i.e. unusable) book.

Library materials lost through theft, accident, or calamity still require this restitution. Homeowner's, automobile, and renter's insurance often cover such losses. To maintain library privileges before completing payment, a police report or insurance claim is required.

4/29/03

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Policy on Use of Library Computers

1. LSUA Library provides computers for use by LSUA students, faculty, and staff. Campus visitors may also use the desktop computers if LSUA users are not waiting.
2. Users of all computers in the library are bound by the **LSUA Acceptable Use Policy** ([Appendix 6](#))
3. Computers in the library are intended for individual use. These computers may be reserved for instruction sessions taught by the library faculty.
4. Some of the computers in the library do not have word processing or other production software installed. Computer labs provide students with such software installed.
5. Library Services will not provide assistance and support in document preparation or other production/presentation formats. Such assistance is available in computer labs.
6. Files may be saved to an LSUA network drive or to user-provided 3.5 computer disks. Computer users are responsible for saving files they create, but not on library computers. No user created files are permanently stored on the library computers. The library is not responsible for files that are lost or cannot otherwise be restored.

LAPTOP COMPUTERS:

1. Laptop computers with wireless access to the LSUA computer network are available for student use, unless reserved by library faculty for instruction sessions.
2. These laptops are for use by LSUA students and may not be loaned to campus visitors.
3. Laptops are to be used within the LSUA library.
4. Laptop computers are checked out at the library circulation desk and must be inspected in the presence of the borrower before they are checked out.
5. Before borrowing a laptop computer the first time, users will be expected to sign a form that indicates they understand and agree to abide by special policies for use of the laptop computers ("Laptop Loan Agreement" following policy.) After the form is signed, circulation will add a note to the signer's online library record.
6. Laptop computers are checked out for 1 ½ hours. Computers not returned after 2 hours automatically generate a \$2,000.00 charge to the borrower's account.
7. Borrowers are responsible for the computers they check out and may not leave laptops unattended or give them to anyone else to use.
8. Laptop computers must be returned to a library staff member, not left on the desk or in the book return slot, for inspection in the presence of the borrower.