

Materials Management Policy for Faculty & Staff Borrowers

D. Hiden Ramsey Library, UNC Asheville

Purpose

To encourage timely and equitable access for all UNC Asheville library users to books, media, and other items needed for teaching, learning, and research. In the event that library materials are not returned or reported lost or damaged, to provide a fair process for reimbursement of the replacement and processing costs by borrowers, and for appeals related to these costs.

This policy refers to books, media, or other items borrowed from

- Ramsey Library at UNC Asheville;
- libraries at Appalachian State University and Western Carolina University (member libraries of the Western North Carolina Library Network); and
- other libraries (acquired through Ramsey Library's Interlibrary Loan service)

Borrowing Privileges

Refer to the "big chart" of loan rules (http://bullpup.lib.unca.edu/library/policy/circ_chart.pdf) for borrowing privileges for faculty and staff.

Library Borrowing Records/Renewing Books Online

Faculty and staff may view their library accounts (books checked out, due dates, etc.) and renew books online by clicking "Renew Books" on the Ramsey Library home page or by clicking "My Account" in the WNCLN Catalog.

Not all items, including books borrowed through Interlibrary Loan, are eligible for renewal. Faculty and staff should inquire at the Research & Technology Desk if there are questions about renewing items.

Overdue fines for Library Materials

UNC Asheville faculty and staff are subject to and responsible for overdue fines levied by other libraries, including Appalachian State University and Western Carolina University.

UNC Asheville faculty and staff are not charged fines for overdue materials borrowed from Ramsey Library for the first 30 days. However, when borrowed materials become 30 days past their due date, they are considered "lost."

Non-returned or Lost Materials

Books, media, or other materials that have not been returned or renewed within 30 days past their due dates will be considered "lost," and bills will be issued for the default replacement costs and processing fees related to their replacement.

Billing for Non-returned or Lost Materials

For books, journals, or other print materials, the amount billed will be **\$75.00** per item which is a default replacement cost (\$60.00 plus a \$15.00 processing fee per item to recoup the administrative, supply, and staff costs related to replacement).

For DVDs, CDs, or other media, the amount billed will be **\$150.00** per item which is a default replacement cost (\$135.00 plus a \$15.00 processing fee per item to recoup the administrative, supply, and staff costs related to replacement).

Replacement fees apply to materials borrowed from all three WNCLN libraries: Appalachian State University, Western Carolina University, and UNC Asheville.

Replacement fees for materials acquired through Interlibrary Loan are assessed by the lending library, but will be billed initially at \$100.00 per item. Replacement fees for some items acquired through ILL may exceed \$100.00.

Damaged Materials

Faculty and staff are responsible for damaged items from Ramsey Library and other libraries. Fees to repair or bind an item vary depending on the amount and nature of the damage. In some cases, a replacement may be required.

Purchasing a Replacement

For lost or damaged items, faculty and staff are encouraged to purchase a replacement of the item (book, media, etc.) for the library. Faculty and staff should speak with the subject bibliographer in the library about acquiring a suitable replacement. See <http://bullpup.lib.unca.edu/library/libdir/bibliographers.html>

Suspension of Library Privileges

Library privileges will be suspended for faculty or staff borrowers with unpaid balances of **\$750.00** or higher. Privileges will be reinstated once the materials are returned, when charges are paid, or suitable replacements are provided.

Library privileges to be suspended include borrowing from Ramsey Library and other libraries through ABC Express or Interlibrary Loan.

Appeals

If a borrower believes a charge for overdue, damaged, lost, or “claimed returned” materials is unfair or erroneous, he or she may petition or appeal the charges at the following three levels:

1. A petition may be made first to Associate University Librarian for Public Services.
2. If this decision is not satisfactory, an appeal may be made to the University Librarian & Chief Information Officer.
3. If this decision is not satisfactory, a final appeal may be made to the Provost in faculty cases or to the Chief of Staff in staff cases.

Based in part on the Materials Management Policy at North Carolina State University Libraries.

Approved by the Ramsey Library Faculty, 1/30/08.

Approved by the Library, Information Resources & Technology Committee, 2/14/08

Last updated 2/14/08 by Bryan Sinclair, Assoc. University Librarian for Public Services.