ITS Resource Center Home

Circulation and Reserves

Contact Information
Circulation
315-859-4479
askcirc@hamilton.edu

Purpose

This policy describes the conditions under which materials can be borrowed from, or put on reserve in, the Burke Library.

Scope

This policy applies to all users of the Burke Library.

Policy Revision History

Last revised, December 2014.

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The services and policies on this page apply to Burke Library. Consult the Music Library home page for policies that apply to its collection.

Borrowing Books and Videos

The Hill Card serves as the borrower's library card. The owner of the card is responsible for any
overdue, lost, or damaged items charged out in his name. Cards are not transferrable to other patrons.

Students

Books

- No more than 200 books may be checked out at any one time.
- Books may be checked out for an entire semester and are due on the last day of final exams.
- Books may be renewed during the last two weeks of the fall semester for the spring semester.
- Books may be recalled by the library if requested by another patron.
- Students must be on campus and either attending classes or engaged in a Hamilton-sponsored research program to check out books.

DVDs and VHS Tapes

- No more than 3 items may be checked out at any one time.
- DVDs and VHS tapes may be checked out for 3 days.
- Items may be renewed once unless a hold has been placed on them.
- Items may be recalled by the library if they are required for a course.

Faculty & Staff

Books

- No more than 300 books may be checked out at any one time.
- Books may be checked out for an entire semester and are due on the last day of final exams.
  Books checked out during the summer are due before the first day of the fall semester.
- Books may be renewed during the last two weeks of the fall semester for the spring semester.
  Books renewed at the end of the spring semester are due before the first day of the fall semester.
- Books may be recalled by the library if requested by another patron.

DVDs and VHS Tapes

- No more than 3 items may be checked out at any one time.
- DVDs and VHS tapes may be checked out for 1 week.
- Items may be renewed once unless a hold has been placed on them.
- Items may be recalled by the library if they are required for a course.

Spouses & Children of College Employees

- No more than 50 books may be checked out at any one time.
- Books may be checked out for an entire semester and are due on the last day of final exams.
  Books checked out during the summer are due before the first day of the fall semester.
- Books may be recalled by the library if requested by another patron.
Retired College Employees

- Retired employees must live within 50 miles of the campus to borrow books.
- No more than 300 books may be checked out at any one time.
- Books may be checked out for an entire semester and are due on the last day of final exams. Books checked out during the summer are due before the first day of the fall semester.
- Books may be recalled by the library if requested by another patron.
- Retired employees may borrow books from other libraries using Hamilton's interlibrary loan services.

Alumni

- Alumni must live within 50 miles of the campus to borrow books.
- No more than 50 books may be checked out at any one time.
- Books may be checked out for an entire semester and are due on the last day of final exams. Books checked out during the summer are due before the first day of the fall semester.
- Books may be recalled by the library if requested by another patron.

Area Residents

- Individuals living within 25 miles of the campus may obtain a library card at the circulation desk that allows them to borrow books.
- No more than 20 books may be checked out at any one time.
- Books may be checked out for 28 days and renewed up to two times.
- Books may be recalled by the library if requested by another patron.

Recalls and Holds

Books

- Books may be recalled by Hamilton students, faculty, and staff.
- Recalled books must be returned within five days of receiving a notice from the circulation department.
- Books needed for course reserves may be recalled at any time. All other books may be recalled after they have been checked out for two weeks.
- Individuals seeking a book that is currently checked out have the option of borrowing it from another library or placing a hold on the book. Individuals will be notified by the circulation department when the book is available.
- Holds may also be placed on books that are missing or overdue.

DVDs and VHS Tapes

- DVDs and VHS tapes may be recalled by faculty for use by their class.
- Recalled DVDs and VHS tapes must be returned within 24 hours of receiving a notice from the circulation department.

Fines
Individuals are responsible for any overdue, lost, or damaged items charged out in their name and are subject to the following fines:

- $1 per hour for each overdue reserve item.
- $.20 per day for each overdue book.
- $.50 per day for each overdue book for community users.
- $2 per day for each overdue DVD or VHS tape.
- $5.00 per day for each overdue book that has been recalled.
- Full replacement value will be charged for damaged books.
- Full replacement value will be charged for lost books. Books that are not returned within 80 days of their due date will be presumed lost.

Faculty fines will be deducted from their departments' acquisitions budget.

**Reserves**

Materials are placed on reserve when they are likely to be in high demand at some point during the semester. The library provides online access to reserve readings required for classes whenever possible. In cases where this is not possible, items may be checked out for a limited period at the circulation desk. Reserve items include:

- books with required readings for class
- DVDs and VHS tapes
- current newspapers and magazines
- computer games and gaming equipment
- headphones

**Loan Periods**

- Books, periodicals, and most other reserve materials may be checked out for 2 hours.
- Some books may be checked out overnight. These are due back the next morning within an hour of the library's opening.
- DVDs, VHS tapes, computer games, and gaming equipment may be checked out for 3 hours.

**Additional Reserve Policies**

- Hamilton students, faculty, and staff may check out materials with their Hill Card. Community users may check out materials using a photo I.D.
- Individuals may check out only one reserve item at a time.
- Only items checked out with a Hill Card may be removed from the library.
- Newspapers, magazines, and personal copies of reserve items provided by faculty may not be removed from the library.

**Placing Materials on Reserve**

Faculty interested in placing materials on reserve for a course should contact the circulation department at 315-859-4479. Additional information and instructions are available on the placing materials on reserve page.
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