

Circulation Policy

University of South Alabama Libraries

1. INTRODUCTION	1
1.1. MISSION	1
1.2. CIRCULATION POLICY COMMITTEE	1
2. GENERAL INFORMATION	2
2.1. BORROWING PRIVILEGES	2
2.2. LOAN PERIODS	2
2.3. LOAN AND RENEWAL	3
2.4. ACCOUNTABILITY FOR LOANS	4
2.4.1. FINES	4
2.4.2. REPLACEMENT FEES FOR NON-RETURNED OR DAMAGED ITEMS	5
2.4.3. REPLACEMENT FEE FOR LIBRARY CARD	5
2.4.4. FORMS OF PAYMENT	5
2.4.5. REFUNDS	5
2.4.6. MUTILATION OR ATTEMPTED THEFT	6
2.4.7. BLOCKS	6
2.4.8. HOLDS	6
2.4.9. RECALLS	7
3. PATRON GROUPS	7
3.1. PRIMARY PATRONS	7
3.2. COURTESY CARD PATRONS	8

3.3. SOUTHMED PATRONS	10
4. CIRCULATION POLICY FOR SPECIFIC MATERIALS AND COLLECTIONS	11
4.1. ALABAMA/GULF COAST, HISTORY OF MEDICINE, AND LIBRARY RESERVE COLLECTIONS	11
4.2. INSTRUCTIONAL MEDIA CENTER	11
4.3. GOVERNMENT DOCUMENTS	12
4.4. MICROFORMS	13
4.5. REFERENCE MATERIALS	13
5. CONFIDENTIALITY OF LIBRARY RECORDS	13
5.1. STUDENT RECORD POLICY - UNIVERSITY OF SOUTH ALABAMA	13
5.2. ALABAMA STATE LAW - LIBRARY RECORDS	13
5.3. AMERICAN LIBRARY ASSOCIATION POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS	13
5.4. UNIVERSITY OF SOUTH ALABAMA LIBRARIES POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS	13
5.5. PROCEDURES FOR IMPLEMENTING POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS	14

Appendices

1. Introduction

1.1. Mission

The mission of the University of South Alabama Libraries is to acquire, organize and provide access to recorded knowledge consistent with the present and anticipated teaching, scholarship and service goals of the University. This mission includes an obligation to stimulate use of library resources at all academic levels and foster cooperative library endeavors for the intellectual benefit of the University's faculty and students, the citizens of Alabama and the scholarly community at large. In pursuance of this goal, the function of the circulation policy is to make the resources of the libraries freely accessible while still maintaining the control necessary to ensure that these resources will be available to all library patrons.

"Primary patron" is used to designate all faculty, staff and students of the University of South Alabama, with the exceptions of clinical or adjunct faculty and students enrolled in special programs, such as summer research or continuing education. Records for primary patrons are generally tape-loaded in the patron file rather than input at a terminal.

"Courtesy card patron" is used by the University Library to designate patrons who hold courtesy library cards by special permission. Such library cards can be used only at the University Library.

"SOUTHmed patron" is used by the Biomedical Library to designate patrons who hold library cards by special permission. Such library cards can be used only at the Biomedical Library.

This policy is designed to coordinate the policies of the Libraries while recognizing the varied needs of the different user groups and libraries.

1.2. Circulation Policy Committee

The Circulation Policy Committee shall be a standing committee to consider suggestions for changes or challenges as they occur.¹

Changes proposed by the Committee must be approved by the University of South Alabama Library Administration and implemented at the most logical time in the academic year (i.e. beginning of next semester, academic year, etc.). In the event that a change warrants immediate implementation, the change will be approved by Library Administration and implemented thereafter.

Any change and the date of implementation will be communicated to all Libraries faculty and staff upon the approval of Library Administration.

¹See appendix B

2. General Information

2.1. Borrowing Privileges

Borrowing privileges are provided to University of South Alabama students, faculty, and staff. These groups comprise the Libraries' *primary patrons*. Other individuals who qualify may be granted borrowing privileges as *Courtesy Card patrons* or *SOUTHmed patrons* (see Sections 3.2, 3.3, and 3.4).

Except for blocks, borrowing privileges for faculty and staff are valid from the date hired until employment is terminated; for students, for the duration of the current registration period. Borrowing privileges may be extended during the semester break or for other periods of non-enrollment, such as for USA students who are not registered for classes, but who are working on theses or dissertations. Form letters for extension of borrowing privileges are available at University Library and Biomedical Library circulation service units; the University Library does not require a letter for extension of borrowing privileges during a semester break.

Borrowing privileges for most categories of Courtesy Card and SOUTHmed patrons are valid for one year from the date of issue.² The borrowing privileges for Info-Pass and other special categories are described in the Appendix.

2.2. Loan Periods

2.2.1. Books: University Library. USA Faculty, USA Adjunct Faculty, USA Baldwin County Library Office, and Graduate Teaching Assistants.

For books from the general circulating collection the normal loan period is ninety (90) days but may be shorter if the borrower's eligibility shall cease in fewer than ninety days from the item's check-out date. An item's loan period may also be shortened by a recall.

2.2.2. Books: University Library. USA Staff, Graduate and Undergraduate Students, Retired USA Faculty and Alabama School of Mathematics & Science Faculty and Students.

For books from the general circulating collection the normal loan period is twenty-eight (28) days but may be shorter if the borrower's eligibility shall cease in fewer than twenty-eight days from the item's check-out date. An item's loan period may also be shortened by a recall.

2.2.3. Books: University Library. Inter-Library Loan.

The normal Inter-Library loan period, for books from the general circulating collection, is forty (40) days. Loan periods for materials from other USA collections, if available for Inter-Library loan, will be determined by the respective managers of those collections.

²See Appendix A, Tables 1 and 2

2.2.4. Books: University Library. USA Patrons not included in 2.2.1 or 2.2.2 and Non-Affiliated Patrons.

For books from the general circulating collection the normal loan period is fourteen (14) days but may be shorter if the borrower's eligibility shall cease in fewer than fourteen days from the item's check-out date.

2.2.5. Books: Biomedical Library. All Patrons.

Books are loaned for two (2) weeks.

2.2.6. Books: Biomedical Library. Inter-Library Loan.

The normal Inter-Library loan period, for books from the general circulating collection, is twenty-eight (28) days.

2.2.7. Journals: University Library.

Faculty and graduate students may borrow bound periodicals from the University Library for three (3) days, with no renewals. Bound periodicals should be checked out from the Circulation Desk. Unbound periodicals should be checked out at the Serials Desk and need to receive an override slip. Faculty and graduate students are limited to checking out unbound issues to no more than two issues per title with the maximum of three issues at a time. The Head of the Documents/Serials Department may make exceptions for other patron groups on an individual basis.

2.2.8. Journals: Biomedical Library.

The loan period is three (3) hours. Journals may not be renewed. *Nursing journals do not circulate.*

2.2.9. Reserve Materials, Facilities, and Other Library Resources.

Restrictions placed on reserve materials and library facilities or resources may include limitations on loan and/or use periods, where and how the materials/facilities/resources may be used, and which groups, categories, or sub-categories of patrons may use them.

The reserve service unit determines both the number of renewals permitted and the length of the renewal period(s).

Reserve materials must be returned to the circulation service unit from which they are borrowed.

2.3. Loan and Renewal

2.3.1. No loan or renewal may be made without a valid library card.

2.3.2. The person in whose name a borrower's card is issued and/or activated is responsible for maintaining the card in operable condition, for assuming any costs related to its replacement, and for any and all materials charged to the card. Stolen or lost cards should be reported immediately to any USA library circulation service unit. A card reported lost or stolen will be deactivated. No patron may hold more than one active borrower's card in a single patron category.

2.3.3. A *University of South Alabama Student Picture ID borrower card* may not be used by anyone other than its owner. Proxy use of *other library patrons' borrower cards* is at the discretion and risk of the respective holders of those cards. *Proxy use of a card requires its actual, physical presentation* to the library circulation unit from which material is to be borrowed.

2.3.4. Materials are loaned to individuals only, not to businesses, groups, or departments.

2.3.5. Books from the general circulating collection may be renewed until the next system due date unless renewal is prevented by *holds, recalls, patron blocks, or the renewal limit*.

Eligible items may be renewed by telephone if the patron provides to the Circulation/Reserve Department the *Borrower's Card Bar Code* or *Social Security Number*. Patrons may *self-renew* eligible items via SOUTHcat.

USA Baldwin County students may return general circulating materials (no *Reserve* items) that have been borrowed from other USA circulation service units to the USABC Librarian. Any accrual of fines will cease once the USABC Librarian has received the materials in acceptable condition.

2.4. Accountability for Loans

The borrower is responsible for returning all materials charged out to her/him when due. (S)he will be held liable for overdue fines and for lost or damaged materials.

Except for Reserve materials, at the patron's own risk, items borrowed at one USA Library service unit may be returned to an alternate USA service unit and, for the purposes of fine accrual, will be considered to have been "officially" returned at the alternate site. However, except as noted in 2.3.5., the borrower remains responsible for the safe return of material to its "home" service unit and will be held liable for items lost or damaged in transit between service units.

2.4.1. Fines. Fines accrue from the day and/or time materials become overdue.³

2.4.1.1. General Circulating Book Collection. The fine rate for overdue materials from the general circulating book collection is \$0.25 (twenty-five cents) per item per day. A *recall fine* rate of \$0.50 (fifty cents) per item per day is assessed if the material is not returned by the due date printed on the recall notice.

2.4.1.2. Reserve Collections. The fine rate for *reserve* material loaned by the day is \$0.50 (fifty cents) per item per day. For *reserve* material loaned by the hour the fine rate is \$0.05 (five cents) per item per minute.

2.4.1.3. Journal Collections. The fine rate for overdue journals will be \$1.00 per item per day.

2.4.1.4. Maximum Fine. The maximum fine is \$50.00 (fifty dollars) per item.

³ Fines for some reserve materials are calculated in terms of minutes.

2.4.2. Replacement Fees for Non-Returned or Damaged Items.

2.4.2.1. Replacement Orders. The replacement cost for an item is the current listed price or, for out of print items, the estimated replacement cost. A later edition or a reprint may be bought, but the format of the material should be the same as that of the lost item, if possible.

2.4.2.2. Paperback Replacements. If the item is available in paperback only, a paperback copy may be ordered. A binding fee of \$10.00 (ten dollars) will be charged if the lost item was hard bound.

2.4.2.3. Processing Fee. In addition to the replacement cost, a processing fee of \$25.00 (twenty-five dollars) will be assessed for each non-returned item.

2.4.2.4. Rebinding Fee. If a damaged item can be restored to good condition by rebinding, the patron will be charged a \$25.00 (twenty-five dollars) rebinding fee.

2.4.3. Replacement Fee for Library Card.

A fee of \$5.00 (five dollars) will be charged for a library-issued replacement card.

2.4.4. Forms of Payment.

The Libraries accept cash, personal checks, cashiers' checks, money orders, and credit cards (MasterCard and Visa) in payment of fines or other financial obligations. Payment made in draft form must be drawn for the exact amount of the charge and made payable to the appropriate library. Third party checks will not be accepted.

Payment by cash, cashier's check, credit card, or money order is required for immediate clearance of *Registrar's holds* for the issuance of transcripts. Personal checks will require a ten (10) business day waiting period to allow time for bank clearance before holds will be removed.

An additional fee of \$15.00 (fifteen dollars) will be charged for checks returned for *insufficient funds (NSF)*. NSF fees and bills debited because of NSF checks must be paid with cash, cashier's check, credit card, or money order.

2.4.5. Refunds.

The Libraries reserve the right to refuse to accept previously-lost-and-paid-for material that has been reordered or withdrawn, or to make refunds for such items. An item may be accepted and a refund made if there is a need for a duplicate copy, or if some distinctive feature of the recovered copy enhances its value to the collection.

2.4.5.1. Item Not Re-ordered or Withdrawn. If the item is in good condition the refund will consist of the amount paid (including any *Processing Fee*) less accrued *fin*

up to a maximum of \$50.00 (fifty dollars). The *fine* will be calculated from the date or time⁴ the item was due until the date *Replacement Charges* were paid.

2.4.5.2. Item Re-ordered or Withdrawn. If the item has been reordered or withdrawn, but the Library has agreed to accept the return of the original, the patron will receive a refund of the *Replacement Charges* paid, less *finest* that may have accrued up to a maximum of \$50.00 (fifty dollars). The *fine* will be calculated from the date or time⁵ the item was due until the date *Replacement Charges* were paid. The *Processing Fee* will not be refunded.

2.4.6. Mutilation or Attempted Theft.

Incidents of defacement, mutilation, or unauthorized removal of library resources and/or materials will be documented in writing. Fines may be imposed (see subsequent subparagraphs), and legal action may be taken.

2.4.6.1. Periodicals. The *maximum fine* for the defacement, mutilation, or attempted theft of a journal or periodical is the price(s) the library must pay for one year's subscription to the periodical(s) plus processing and bindery fees as applicable.

2.4.6.2. Other Library Materials. The *maximum fine* for an item damaged beyond reasonable recovery is the *Replacement Cost* of the item(s) plus a \$25.00 Processing Fee (per item). Typical lesser charges are:

Rebinding:	\$25.00
Replacement of Barcode and/or Call Number Label:	\$12.00

2.4.7. Blocks.

A patron may be blocked from borrowing library materials for any of the following reasons:

2.4.7.1. Overdue materials.

2.4.7.2. Fines or other unpaid charges of \$20.00 (twenty dollars) or more.

2.4.7.3. Failure to return *recall* items by the *recall due date*.

2.4.7.4. Loan limit (maximum number of items that may be borrowed) has been reached.⁶

2.4.7.5. Expired patron ID.

2.4.8. Holds.

Registrar's Holds are placed on persons' university records; *Library Holds* are placed on library materials.

⁴ Fines for some reserve materials are calculated in terms of minutes.

⁵ Time instead of date may be applicable for reserve materials.

⁶ See Appendix A, Table 2. Borrowing Privileges by Patron Category.

2.4.8.1. Registrar's Holds. When a patron's unpaid charges exceeds \$20, the information is added to the patron's university record on BANNER. This prevents issuance of transcripts and/or graduation. When a patron's cumulative unpaid charges on BANNER exceeds \$50, registration is prevented.

2.4.8.1.1. Overdue materials.

2.4.8.1.2. Fines or other unpaid charges of \$20.00 (twenty dollars) or more.

2.4.8.1.3 Library Holds. A *hold*, which prevents renewal of a currently charged item, may be placed at the appropriate circulation service unit. *Holds* may *not* be placed on *reserve items* that have loan periods of Two (2) Hours, Overnight, or One (1) day.

2.4.9. Recalls.

2.4.9.1. Eligibility for Recall. Materials are subject to recall after two (2) weeks (fourteen days) of the original loan period have elapsed. Only primary and SOUTHmed patrons may request recalls. A *recall* may *not* be placed on a *reserve item*.

2.4.9.2. Rush (Administrative) Recall. The Libraries reserve the right to recall materials at any time (even before the original two weeks of the loan period have elapsed). Materials required for a *Course Reserve* is an example of a situation in which an administrative recall might be employed.

3. Patron Groups

3.1. Primary Patrons

3.1.1. Faculty (Categories)

3.1.1.1. Permanent, full-time Faculty

3.1.1.2. Temporary Faculty

3.1.1.3. Part-Time Faculty

3.1.1.4. House Staff

3.1.1.5. Research Associates

NOTE: Clinical or Adjunct Faculty or Retired Faculty

See Courtesy Card Patrons—Affiliated, 3.2 and/or SOUTHmed Patrons, 3.4.

3.1.2. Staff (Categories).

3.1.2.1. Permanent, full-time Staff

3.1.2.2. Temporary Staff

3.1.2.3. Part-Time Staff

3.1.2.4. Administration

3.1.2.5. Hospital (nurses, technicians, laboratory assistants, hospital administrators, etc.)

NOTE: Retired USA Staff

See Courtesy Card Patrons—*Affiliated*, 3.2 and/or SOUTHmed Patrons, 3.4.

3.1.3. Graduate Students (Categories).

3.1.3.1. Graduate Students (Includes all Colleges, Schools or Divisions of USA)

3.1.3.2. College of Medicine Students

3.1.3.3. USA Graduate Students Engaged in Work on Theses, Not Currently Enrolled in Classes

3.1.4. Undergraduate Students. (Includes Unclassified Undergraduates and all Colleges, Schools, or Divisions of USA).

3.2. Courtesy Card Patrons--*Affiliated*

3.2.1. Faculty Spouses and Children⁷ (Category A).

NOTE: The Biomedical Library does not issue extend check-out privileges to spouses or children of non-medical faculty.

3.2.2. Current Members of the USA Alumni Association (Category B).

A \$10.00 (ten dollars) annual fee is required. Note: Some membership categories may be exempt from this annual fee.

3.2.3. USA Associates (Category C).

3.2.3.1. Continuing Education Students and Program Participants (Including English Language Center Students). The library card will expire at the end of the current academic or relevant program term.

3.2.3.2. Continuing Education Faculty. A letter from the Office of Continuing Education serves as verification of employment. The library card will expire at the end of the term of appointment.

3.2.3.3. Clinical or Adjunct Faculty. A letter of appointment from the President of the University or a letter from the Chair of the affiliated University department serves as verification of employment. The library card will expire at the end of the term of appointment.

⁷ *Child* is defined as progeny under the age of 19 years..

3.2.3.4. Retired Faculty and Staff. A USA Lifetime Benefit Card serves as verification of retiree status. The library card is renewable annually. Complimentary borrowing privileges are *not* extended to spouses or children of retirees.

NOTE: the Biomedical Library does not extend check-out privileges to retired faculty or staff.

3.2.3.5. Other Associates. Other persons affiliated with the University may or may not be extended borrowing privileges, depending on the nature and length of affiliation. Examples of affiliations that qualify for borrowing privileges under this category are Members of the USA Board of Trustees, Distinguished Faculty, Visiting Faculty, and Post Doctoral Fellows. In most instances associates whose affiliation lasts three or fewer weeks will not receive borrowing privileges.

NOTE: Those who are provided with borrowing privileges must present picture identification and valid documentation verifying their relationship to the University.

3.2.4. Faculty from Alabama School of Mathematics and Science (Category F).

A valid faculty identification card and a picture ID are required to obtain a library card. The card is renewable annually.

3.2.5. Students from Alabama School of Mathematics and Science (Category F).

The school sends a list of current students to the Library each year. The student must also present an ASMS photo id. A student's card is valid as long as (s)he is enrolled at the ASM&S.

NOTE: The Biomedical Library does not extend check-out privileges to Alabama School of Mathematics and Science faculty or students..

3.3. Courtesy Card Patrons—*Non-Affiliated*

3.3.1. Faculty from Spring Hill College, Faulkner State Community College (*Not* Faulkner University), Bishop State Community College, and The University of Mobile. (Category D).

Verification of current faculty status and employment at one of the listed schools and a picture ID are required to obtain a borrower's card. The card is renewable annually until the person's term of employment or faculty status ends.

3.3.2. Other Applicants for Courtesy Card Patron Status. (Category E).

This category may require a \$50 (*fifty dollars*) annual fee and approval by a librarian.

NOTE: Except as noted in 3.2.5., students who are enrolled in local schools and colleges are not eligible to apply for cards.

3.3.5. Government Documents (Category G). See 4.3.

A valid photo ID with current address is required to obtain a library courtesy card. The card is renewable annually. Its loan privileges only extend to materials that circulate from the University Library's Government Documents collection. Category G patrons are limited to two (2) items.

3.3.6.INFO-PASS (Category BSH, MPL, MOB, SHC).

Info-Pass is a cooperative lending arrangement by which patrons of member libraries may borrow materials from other members' collections if the patron's *home (Parent)* library does not have the needed item(s). The University Library allows limited borrowing privileges to patrons referred from Bishop State Community College, Spring Hill College, The University of Mobile, and from the Mobile Public Library.

Borrowing is limited to four (4) books per pass, with one renewal permitted (unless prevented by a hold or some other form of block).

Info-Passes are valid for 31 days (a 14-day initial loan, a 3-day grace period, and a 14-day renewal period).

NOTE: *The Biomedical Library does not extend check-out privileges to Info-Pass patrons.*

3.4. SOUTHmed Patrons

3.4.1. Faculty spouses and children.

Cards are not issued for these individuals. Instead, a faculty member from the College of Medicine, College of Nursing or College of Allied Health Professions must submit a letter authorizing his/her spouse/child to check out materials on his/her library card. Spouses and children of faculty of other University colleges may not check out items from the Biomedical Library.

3.4.2. USA Affiliated Patrons

3.4.2.1. Continuing Education Students (Includes English Language Center Students)
The library card will expire at the end of the current academic term.

3.4.2.2. Continuing Education Faculty. A letter from the Office of Continuing Education serves as verification of employment. The library card will expire at the end of the term of appointment.

3.4.2.3. Clinical or Adjunct Faculty. A letter of appointment from the President of the University or a letter from the Chair of the affiliated University Department serves as verification of employment. The library card will expire at the end of the term of appointment.

3.4.2.4. Retired Faculty or Staff. The Biomedical Library does not extend borrowing privileges to retired faculty or staff..

3.4.3. Other patrons.

Other qualifying patrons will pay a fee.

4. Circulation Policy for Specific Materials and Collections

4.1. Alabama/Gulf Coast, History of Medicine, and Library Reserve Collections

Lending and use restrictions are imposed on the materials comprising "special" collections such as the Alabama Gulf Coast Collection, the History of Medicine Collection, and Library Reserve Materials. Lending restrictions may limit or prohibit item circulation; use restrictions may prohibit or require permission for uses such as photocopying.

4.1.1. University Library Group Study Rooms.

Group Study Room privileges are extended primarily to USA students, staff, and faculty on a first-come, first served basis.

4.1.2. Biomedical Library Group Study Room

Group Study Room privileges are extended to students in the Colleges of Medicine, Nursing and Allied Health. Reservations can be made on a one per day basis. Individual Study Rooms are available for students in the College of Medicine. These rooms are available on a first come, first served basis. Guidelines for appropriate use are available at the Circulation/Reserve desk, and are posted in the elevator and the Study Rooms.

Abuse of posted *Guidelines for Use* may result in loss of room reservation privileges.

4.2. Instructional Media Center

4.2.1. General Information.

4.2.1.1. The loan period for most audiovisual materials is seven (7) days and equipment is three (3) to seven (7) days. Longer loan periods may be arranged with the permission of the IMC staff.

4.2.1.2. For classroom use, patrons should reserve items prior to the time of pickup.

4.2.1.3. Off-campus use of materials and equipment is limited to Mobile and Baldwin Counties.

4.2.1.4. Certain copyrighted materials may not be borrowed for off campus use.

4.2.1.5. Reproduction of materials is forbidden.

4.2.1.6. Fines for overdue items and/or equipment is \$1.00 per item per day.

4.2.1.7. Users are liable for charges for replacement or repair of lost or damaged materials and equipment.

4.2.1.8. The IMC reserves the right to recall items if problems concerning their use arise.

4.2.1.9. Patrons who fail to comply with IMC rules and regulations will be denied further use of IMC services.

4.2.1.10. Circulation of materials and equipment will depend on availability.

4.2.1.11. Materials in the collection may be previewed in the IMC.

4.2.2. IMC Loan Periods by Patron Category.

4.2.2.1. University Faculty, Staff and Students

4.2.2.1.1. On-campus use of items. USA faculty, staff and students must have a valid ID card to borrow materials and equipment for University related activities for a three (3) to seven (7) day period.

4.2.2.1.2. Off-campus use of items. Material and equipment may be borrowed by faculty, staff, and students without charge for local use only. Faculty, staff, and students may not borrow materials and equipment for use by unauthorized persons or groups.

4.2.2.2. Students.

Students are permitted to borrow AV materials and equipment. The IMC provides facilities for use of items on the Library premises

4.2.2.3. Courtesy Card Patrons.

4.2.2.3.1. Borrowing Privileges. The IMC is designed to serve members of the University Community whose needs take precedence over those of non-University users. USA-Affiliated Courtesy Card patrons may borrow materials. Non-USA Affiliated Courtesy Card patrons do not have borrowing privileges in the IMC.

4.2.2.3.2. Individuals who are not affiliated with the University may borrow materials and equipment with the permission of the Head of the IMC under certain circumstances.

4.3. Government Documents

4.3.1. General Information.

Because the University of South Alabama Library is a United States Government Documents selective depository, all items received through the Federal Depository Library are available for use by the general public. However, Federal regulations do not mandate that these items be circulated.

4.3.2. Circulation of Materials.

Unless specified, policies and procedures for government documents do not differ from those for other library materials.

4.3.2.1. Non-Circulating Federal and Alabama Documents. Documents that do not circulate are stamped "Non-Circulating."

4.3.2.2. Non-cataloged Materials. Items not cataloged may circulate with the permission of Documents Department staff. All non-cataloged materials must be checked out on a “Special Permission Lending” slip at the Documents service desk.

4.3.2.3. Audiovisual Materials. Audiovisual materials in the Government Documents collections, such as CD-ROMs, maps and videos, circulate for 7 days, unless otherwise designated as “non-circulating.”

4.3.2.4. Exceptions. The department head may allow exceptions to these policies.

4.4. Microforms.

Microforms do not circulate. The Head of the Documents/Serials/Microforms Department may make exceptions.

4.5. Reference Materials.

Reference materials do not circulate. The Head of the Reference Department may make exceptions.

5. Confidentiality of Library Records

5.1. Student Record Policy – University of South Alabama

According to the Student Record Policy (*The Lowdown 2001-2002 Student Handbook*, pp. 102-106), “the University of South Alabama complies with the rights of privacy and access to the education records of the student as set forth in the *Family Educational Rights and Privacy Act (FERPA) of 1974*.” Section IX, Item 8, Releasing Education Records to Third Parties, states that student records will be released “in accordance with judicial orders of lawfully issued subpoenas.” Questions should be referred to the Office of the University Attorney, Administration Building, Room 131, (251)460-6294.

5.2. Alabama State Law – Library Records

The *Code of Alabama*, Section 41-8-10 states that the “registration and circulation records and information concerning the use of the public, public school, college and university libraries of this state shall be confidential.”

5.3. American Library Association Policy on the Confidentiality of Library Records

The policies and statements of the ALA concerning confidentiality and privacy are available at http://www.ala.org/alaorg/oif/pol_conf.html.

5.4. University of South Alabama Libraries Policy on Confidentiality of Library Records

In accordance with the *Code of Alabama* and in compliance with University "Student Record Policy," it is the policy of the University of South Alabama Libraries that the circulation records and other records of library usage which identify the names of library users shall be confidential in nature, and shall not be made available to any agency of federal, state, or local government except in the pursuance of an order or subpoena that may be authorized under the authority of federal, state, or local law relative to civil, criminal, or administrative discovery procedures.

5.5. Procedures for Implementing Policy on Confidentiality of Library Records

1. Any library staff member receiving an order or subpoena to examine or obtain information relating to circulation or other records identifying the names of library users shall immediately refer the person making the request to the department supervisor or senior person in charge (evenings and weekends) who shall explain the confidentiality policy. The person making the request in the University Library shall be referred to the Dean of Libraries, 310 Library Building, (251)460-7021. The person making the request in one of the Biomedical Libraries shall be referred to the Director of the Biomedical Library, 316 Biomedical Library Building, (251)460-6885.

NOTE: The Libraries' circulation system does not archive circulation records for individual borrowers.

2. The Dean of Libraries or Director of the Biomedical Library, upon receipt of such process, order, or subpoena, shall consult with the University Attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

3. Any unauthorized requests or demands (i.e., those not supported by a process, order, or subpoena) concerning circulation and other library records shall be reported to the Dean of Libraries or Director of the Biomedical Library, depending upon where the request is made, and then to the University Attorney.

4. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Dean of Libraries or Director of the Biomedical Library.

NOTE: The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena duces tecum [bring your records] requiring the responsible officer to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation or other specified records.

Appendix A

Table 1. Courtesy Card handouts.....

Table 2. Valid Periods for SOUTHmed Patron Cards

Continuing education students	1 academic term
Continuing education faculty	Term of appointment
Clinical or adjunct faculty	Term of appointment
Other SOUTHmed members	1 year

Table 3. Borrowing Privileges by Patron Category

	Place holds	Renew overdue	Place recalls	Maximum items charged
COM	Y	Y	Y	50
FAC, ADJ FAC	Y	Y	Y	60
TA	Y	Y	Y	60
GRAD	Y	Y	Y	40
INFO	N	N	N	4
MSHS	Y	Y	Y	20
AFF	Y	Y	Y	See C.C. handout
RET	Y	Y	N	20
SMCL	Y	Y	Y	10
SMPD	Y	Y	Y	25
NON AFF	N	N	N	See C.C. handout
STAFF	Y	Y	Y	20
UND	Y	Y	Y	20
USABC Librarian	Y	Y	Y	999

Appendix B

Committee Members 2000-2003

Jim Norman
Geneva Bush Staggs
Mary Engebretson
Vicki Tate
Shirley Williams
David Ensminger

Previous Committee Members

Sally Murray
William Murray
Rose Oniewski
Pat Ramage
Pat Rodgers
Anne Romano