



LIBRARY

phone: 631-423-0483 ext. 141

e-mail: libraryweb@icseminary.edu

CIRCULATION POLICY for FACULTY

This policy applies to: teaching and administrative faculty, full-time and adjuncts

Borrowing guidelines for faculty: **(Most items can be renewed twice)**

Books: loan period three months

A/V (music, audio books etc.): loan period 2 weeks

Videos (DVD/VHS): loan period 1 week

Church documents (in special boxes in Reference room): loan period 1 week

Reserve items: 2-hour check-out period, for use in the library

- Borrowing privileges expire after five years (and they can be renewed if the patron has not left the institution).
- Special arrangements can be made with the library director for faculty to borrow non-circulating items (such as reference books), for short periods of time.
- Faculty are allowed to borrow a maximum of 75 items.
- Library users are responsible for monitoring their library accounts, keeping track of due dates, etc.
- Library cardholders can **check their records and renew items online anytime**, from anywhere (see instructions below). Library staff can also renew items for you, if you email or call us.
- As a courtesy, the library system sends out automatic email messages to remind you when items are almost due, when they are due, and again when they are overdue.
- Periodicals do not circulate.
- Note: If you request that a Reference book be put on “Reserve” for a class you are teaching, it will remain in the Reference room so that all students and faculty still have access to it. Library staff will put a placeholder on the Reserve shelf to alert your students as to its whereabouts.
- Faculty do not pay fines, but borrowing privileges can be blocked. This will be determined by Library Director in consultation with the Administration.

NOTE: Because our system is web-based, you can **check your account and renew online** through our ONLINE CATALOG: <http://sem.waldo.kohalibrary.com/> READ instructions there, or in the reminder email. Find LOG IN at upper right hand corner of



Log in to Your Account

screen in our catalog:

Your **Log in** is your **barcode**, typed without any spaces
Your **Password** is your **last name**, with first letter capitalized

Additional information:

- If you log in to the online catalog (as described above), you can also create and save private lists, and place holds on books.
- If you place a “hold” on a book that is out to someone else, they cannot renew the book, and you will be notified when it comes in.
- If you place a “hold” on a book that is “Available” already, you should try and let the staff know, so we can pull the book right away for you.
- Library materials can be recalled by library staff before their due date under special circumstances. (Example: if they are needed for the Reserve shelf.)