

# SAINT JOSEPH'S COLLEGE

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## of Maine

Wellehan Library  
278 Whites Bridge Road  
Standish, Maine 04084-5263

207-893-7725  
FAX 207-893-7883

### **Wellehan Library – Faculty/Staff Borrowing Policy**

*Effective September 1, 2009*

#### **Library Cards**

All Saint Joseph's College ID cards are imprinted with a library barcode. In order to check materials out of the library, a valid SJC ID must be presented.

#### **Borrowing Privileges**

Saint Joseph's College faculty and staff may check out Wellehan Library circulating items for one semester with one renewal of one semester.

For items requested from Minerva/MaineCat libraries or borrowed through interlibrary loan, due dates and renewals will vary as they are set by the lending libraries. Due dates will be clearly indicated for all items.

Departing faculty and staff are expected to return all library materials on or before their final day of employment.

#### **Overdue, Lost or Damaged Materials**

A faculty/staff member will receive notification by email when an item becomes overdue,

When an item is more than three weeks overdue, the faculty/staff member will be billed and his/her library record blocked until the item is returned or the bill is paid. A blocked record prohibits check outs of Wellehan Library materials, requests of items through Minerva and MaineCat, processing of interlibrary loan requests, and off campus access to library databases.

For Wellehan Library items:

- A bill for the cost of each item plus a \$25.00 processing fee *per item* will be sent to the faculty/staff member by email and via campus mail.
- Faculty/staff members will be billed for lost items as well as for items returned but damaged beyond repair.
- Billed items which have been paid for and are subsequently found in good condition may be returned for credit for the cost of each item, but not the \$25.00 processing fee, within one year.

For items requested from Minerva/MaineCat libraries or borrowed through interlibrary loan:

- Overdue fines and replacement charges will vary as they are set by the lending libraries.
- Bills received by Wellehan Library for overdue, lost, or damaged items will be forwarded to the borrowing faculty/staff member.

**Please note:** Borrowing items from other libraries is a courtesy extended to faculty and staff by libraries across the state and the country. Failure to return items in a timely fashion jeopardizes the lending library's willingness to fill future borrowing requests submitted by Wellehan Library.

3/25/09