

Policy Title: Circulation Policy
Policy Number: LIB.2600.02
Policy Owner: Library Director
Responsible Office: NAU Library
Revision Date: 02/05/2026



1. Purpose and Scope

NAU Library invites faculty, staff, and students to borrow books and access resources available through its services. Library staff and volunteers are responsible for operating in accordance with the policies and procedures established by the Library and the University. The purpose of the Circulation Policy is to ensure that library circulation practices are applied consistently, fairly, and accurately. This policy provides clear guidelines for managing the circulation of library materials.

2. Policy

NAU Library patrons must present a valid NAU identification card at the Reference Desk to create a library account. A valid library account is required to check out any library materials. To be considered valid, the account must belong to an active NAU student or employee, have no more than the maximum permitted fines or fees, and be free of any holds or restrictions for any other reasons.

All library materials, except Reference items and materials on Reserve, may be checked out for a period of two weeks (14 days). Items may be renewed up to three times for an additional two-week period, provided they have not been requested by another patron. Each patron may check out a maximum of ten items at any given time.

NAU Library maintains a Reference Section in its open stacks. These print materials include dictionaries, encyclopedias, atlases, etc., and are intended for in-library use only and therefore, do not circulate. Library staff can direct patrons to online resources if they need reference materials for use outside the library.

Items in Reserves can be borrowed, one at a time, to use in the library on a first-come, first-served basis. Patrons requesting use of reserved materials must present their NAU photo ID. The library staff will hold the ID while the patron uses the book/material within the library. The ID will be returned when the patron returns the item to the Reference Desk. The loan period for items in Reserves is 2 (two) hours per item, per patron. The loan period can be extended for an additional 2 (two) hours unless others have requested the same item.

It is the responsibility of the borrower of the library material for the use and return of all library materials borrowed under the account.

NAU Library reserves the right to limit borrowing privileges or deny anyone who repeatedly infringes the library's Circulation Policy and procedures and fails to take appropriate measures for damaged or lost library materials.

3. Procedures

Faculty, staff, or students who wish to check-out, check-in and/or renew the library material must contact the library's Reference Desk. All library materials can only be checked out, checked in, and/or renewed during the working hours of the library.

4. Who Should Read This Policy

- ☐ Students
- ☐ Faculty
- ☐ Staff

5. History

- ☐ Revision Date: 12/20/2019
- ☐ Revision Date: 02/05/2026

6. Policy Approval

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Revision Editor	Date
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Assoc. Dean for Inst. Effectiveness & Planning	Date
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Provost, VP for Academic Affairs	Date