

Policy Title: Circulation Policy
Policy Number: LIB. 2600.2
Policy Owner: Librarian
Responsible Office: NAU Library (NAUL)
Revision Date: 12/20/2019

1. Purpose and Scope

North American University welcomes faculty, staff, and students to check out books and use resources made available through the NAUL system. The Library staff and volunteers are responsible for operating within the policies and procedures established by the University. The purpose of the Circulation Policy is to ensure that the NAUL circulation is applied consistently, fairly and accurately. The policy provides guidelines to all library staff members, volunteers, and faculty members in implementing the circulation of the library materials.

2. Policy

Students/Employees of North American University must present a valid NAU identification card or a photo ID and must have a valid library account in order to check out library materials. A valid library account is one that belongs to an active NAU student or employee, has no more than the maximum allowed in accrued fines or fees or has no holds for any other reason.

All library materials, except Reference Material and items in Reserves, may be checked out for two weeks (14 days) and may be renewed up to three times for another two weeks, if the item is not requested by another patron. Each patron can check out no more than ten items from the library at a time.

The NAU Library maintains a Reference Section in its open stacks at the end of the circulating collection. 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 first come first serve basis. Patrons requesting use of reserved materials must present their NAU student/employee 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 for 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.

North American University Library reserves the right to limit borrowing privileges or deny to 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 Reference Desk. All library materials can only be checked out during school fall and spring semesters, and summer sessions.

4. Who Should Read This Policy

- Students
- Faculty
- Staff

5. History

- Updated: 12/20/2019