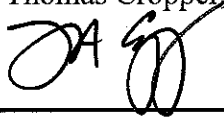


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Access Services Policy
Policy Number:	AA 07-002
Policy Administrator:	Dean of the Library and Provost
Policy Initiator:	Rick Robison and Provost
Authority:	
Effective Date:	07/01/2012
Revised Date:	04/11/2012
Approved:	Thomas Cropper, President
Approval Signature:	

Purpose: To define the rules and regulations related to borrowing and accessing materials from the Cal Maritime Academy Library and partner libraries.

Scope: This policy applies to all current faculty, staff, and students of the California Maritime Academy.

Accountability: The Dean of the Library and Library staff are responsible for administering and enforcing this policy

Policy: The California Maritime Academy Library maintains access to materials necessary for the academic and professional success of the Academy's faculty, staff, and students. Physical and online materials can be borrowed or accessed through the Library by current California Maritime Academy students, faculty, and staff.

Materials not owned by the California Maritime Academy Library may be requested and borrowed through the Library's interlibrary loan services. In addition, the Library shares its materials with partner libraries through its interlibrary loan services.

In borrowing materials, all students, faculty, and staff accept the rules and regulations outlined in the procedures document governing the safekeeping and timely return of materials.

Procedures
Library Access Services
The California Maritime Academy

CAL MARITIME GENERAL COLLECTION

All materials must be checked out from the Front Service Desk in the Cal Maritime Library. You may renew your items in person or online. Items may not be renewed if recalled or on hold by another library user. For all patrons, hold or recalled items must be returned within 2 weeks.

Fines, Replacement Fees, and Direct Replacement

The table below provides loan terms and replacement fees for materials owned by the California Maritime Library. These terms do not apply to Interlibrary Loan materials.

Patron type	Item type	Loan term*	Items allowed	Renewals**	Fines	Replacement fee
Student - Cal Maritime/CSU	Books	4 weeks	25 items	3 renewals	No fines	\$115 or replacement cost (whichever is greater)
	Media	7 days	3 items	No renewals	No fines	
	Print Reserves (Library use only)	2 hours	3 items	No renewals*	\$25	
	Media Reserves	4 hours	1 item	No renewals*	\$25	
Faculty or Staff - Cal Maritime/CSU	Books	6 months	Unlimited	2 renewals	No fines	
	Media	7 days	10 items	1 renewal	No fines	
*Library Services will be suspended after Due Date and until materials are returned. **Exceptions to renewal terms may be made at the discretion of Library staff.						

Lost/Damaged Items: If not returned, CMA-owned items will be considered lost **60 days** after their final due date.

Cal Maritime faculty, staff, and students do not accrue daily fines, but are responsible for ***replacement fees*** due to lost or damaged items. *For all patrons, all library services will be placed on hold until replacement fees are paid or items are replaced satisfactorily.*

For students, once an account reaches **\$25**, library services will be suspended and holds will be placed on a student's academic records until paid. All fees must be paid to the **Campus Cashier** (707/654-1030 Option #6; cashier@csum.edu).

Direct replacement of lost or damaged items: With prior permission of the Library (707/654-1090), an *identical* replacement copy may be purchased directly by the borrower. Identical replacements must be provided to the Library before a replacement is ordered or before the last day of the month*.

(Note: For direct replacements: new hardback books are preferred. We do not accept used copies of media items. Exceptions made only for rare items.)

***All fees are sent to Accounting on the last day of each month. There is NO APPEAL PROCESS once fees are sent to Accounting.**

EQUIPMENT BORROWING

The Library lends various equipment, such as eBook Readers, calculators, and headphones. Some equipment is for Library Use only. eBook Readers may be checked out for 14 days and renewed once. Replacement fee for eBook Readers is **\$300**.

INTERLIBRARY LOAN SERVICES

The Library provides two primary services for requesting materials not owned by Cal Maritime Library: LINK+ and Interlibrary Loan (OCLC). Interlibrary fines and replacement fees apply to all faculty, staff, and students.

LINK+

LINK+, a cooperative borrowing service of over 50 public and academic libraries, provides library users unmediated, direct requesting of books and media and rapid delivery.

LINK+ borrowing rules are set by the Cooperative and cannot be modified by Cal Maritime Library. All CMA Library patron types must adhere to the same borrowing rules and terms.

As of April 11, 2012, the terms are:

Books: The initial loan period is for **21 days**. Renewal is allowed **once** for an additional **21 days**.

Media: The loan period is for **7 days**. **No renewals allowed.**

Fines: Accrue at \$1/day per item for all material types.

At Cal Maritime, Library services will be suspended after the **due date** for LINK+ items. Items items will be considered **lost 14 days** after the due date and patrons will be billed the replacement fee.

Replacement Fee: \$115 per item or replacement cost, whichever is greater.

INTERLIBRARY LOAN (OCLC)

Requests for **journal articles** or books and media *NOT available through LINK+* may be requested using the Library's Interlibrary Loan (ILL) online form.

Due dates of materials are set by the lending library. Renewal of materials depends on permission from the lending library.

Renewal requests must be made directly to Cal Maritime Library's ILL Department at least **5 days before** the original due date. Library services will be suspended after due date. 14 days after due date item will be considered missing and billed **\$115** or replacement cost, whichever is greater.

Fines: Accrue at \$1/day per item for all material types.

For questions or additional information, call the **Library's Front Service Desk** at **707/654-1090**.