



**University of Venda Library**  
**Circulation Policy**  
 LUSER-CIRCPOL1/2009

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SIGNATURE					

# CIRCULATION POLICY

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## **1. Purpose**

The purpose of this policy is to provide rules that regulate the circulation of information resources to ensure maximum accessibility of the Library collection by allowing the greatest number of borrowers to take out material.

## **2. Link to other policies**

- 2.1. Inter-Library Loans Policy
- 2.2. External membership Policy

## **3. Definitions**

### **3.1. Issues**

Lending information resources to a client.

### **3.2. Returns**

Returning information resources that were borrowed by a client

### **3.3. Circulation**

The process of issuing and returning information resources to and from Clients (also referred to as lending or borrowing).

### **3.4. Loan Period**

The period given to clients between issuing and returning information resources. It is determined by client type, resource type and location.

### **3.5. Holds**

Bookings made against information resources that are out on loan. When the item is returned, the one who booked has first preference to borrow.

### **3.6. Loan Recall**

Request made by the Library to a client to return an item before the due date.

### **3.7. Renewal of loan**

Extension of loan period on request by client.

### **3.8. Short Loan Collection**

Information resources in high demand that are placed aside by lectures and issued on an hourly basis to afford their students equal access.

### **3.9. Overdue Information Resources**

Information resources that have not been returned after the authorized return date.

### **3.10. Damaged Library Materials**

These are items rendered unusable as a result of tearing of pages, writing on the pages or defacing the item or removal of some chapters.

## **4. Library Membership**

The Library may be used by the following categories of borrowers:

- 4.1.** Registered students of UNIVEN.
- 4.2.** Members of UNIVEN teaching staff (full-time and part-time).
- 4.3.** Members of UNIVEN administrative staff.
- 4.4.** UNIVEN service staff.
- 4.5.** Registered students of other universities wishing to use UNIVEN Library (external members)
- 4.6.** Lecturers of other tertiary institutions (external members).
- 4.7.** Ad-hoc members

## **5. TERMINATION OF MEMBERSHIP**

### **5.1. University Staff and Students**

Membership of University Staff remains valid until the staff member leaves the employer of the University. Since students re-register every year, their Library membership is deemed to be terminated at the end of the academic year, after which they may not take out books until they have re-registered for a new

academic year. An exception is made in the case of students who have to write supplementary or aegrotat examinations. In cases of serious default or abuse, the University Librarian may bar a student or staff from using the Library.

## **5.2. External Members**

The membership of external members expires at the end of a calendar year. The University Librarian may however, in cases of serious default or abuse, suspend the membership of any external member.

## **6. GENERAL REGULATIONS**

### **6.1. Non-circulating items**

Reference books, periodicals and books in the Special Collection Section are classified as non-circulating items. Such items may under certain circumstances be issued to staff members only.

### **6.2. Recalling of Library books**

The Library reserves the right to recall from any borrower at any time material from the Library stock issued to him/her.

### **6.3. Renewal of loans**

Any item issued on loan from general stock (open shelves) or the short loan collection may be renewed upon request for a further loan period provided it is not overdue and there is no demand from any other borrower for the same item. One telephonic renewal per item is acceptable.

### **6.4. Placing an item on hold**

A user may request that an item that has been issued to another user, be put on hold for him/her. The item will when it is returned be reserved for him/her. The item will be reserved for seven days, after which it will be returned to the shelves if it has not been taken by the user for whom it was reserved. Holds **may not** be placed on reserve materials.

### **6.5. Issuing**

All borrowers are expected to return to the Library (undamaged and in the same conditions in which they were issued) all items taken out on loan. Upon return of such items, issue desk staff must inspect every item for possible damage.

### **6.6. Return of borrowed items**

All borrowed books must be returned to the Library not later than the return date stamped on the date slip.

Borrowed material becomes overdue after the loan period has expired and makes the borrower liable to the payment of fines (see section on late return fines). Such fine will be automatically generated by the system.

Returned books must be handed in at an issue counter of the Library and may on no account be replaced on the shelves by borrowers.

All borrowers are expected to return to the library (in the same condition in which they were issued) all items taken out on loan.

## **7. LOAN RULES**

### **7.1. Open shelves**

#### **7.1.1. Students**

Undergraduate students: 3 books at a time for 7 days.

Postgraduate students: 6 books at a time for 30 days.

#### **7.1.2. University Staff**

Academic staff: 20 books at a time for 90 days.

Administrative staff : 12 books at a time for 30 days

Service Staff: 12 books at a time for 30 days.

#### **7.1.3. External members**

Masters and doctoral students of other universities as well as college lecturers : 3 books at a time for 14 days.

Borrowing privileges will only be granted to those external members with a letter of introduction from the Libraries of their “Mother” institutions which specifically authorises borrowing. This is done to provide some form of security to UNIVEN Library property. Where an external member fails to cooperate, the “Mother” Library will have to take responsibility for overdue, lost, or damaged items.

All other categories of external members other than those indicated above do not have borrowing privileges.

### **7.2. Short Loan**

All categories of borrowers are entitled to 1 item at a time for two hours, overnight or over weekend.

### **7.3. Law Library**

#### **7.3.1. Law Library short loans**

All categories of borrowers are entitled to 1(One) item at a time for two hours, overnight and over weekend.

### **7.3.2. Law Library open shelves**

Students and staff may borrow 2 items overnight or over weekend.

## **7.4. Media Centre**

### **7.4.1. Media Centre Kit (Book and disc)**

Students and staff may borrow 1 item for 7 days.

### **7.4.2. Media Centre Books**

All categories borrow 1 item at a time for seven days.

### **7.4.3. Media Centre Audio Cassettes / CD**

Only staff can borrow and are entitled to 1 CD/DVD/cassette for 7 days.

## **8. OVERDUE NOTICES**

Overdue notices will be sent out to defaulting borrowers after expiry of the loan period as follows:-

First notice	:	1 week after due date	: reminder
Second notice	:	2 weeks after first notice	: demand
Third and final notice	:	1 month after due date	: final warning

## **9. FINES**

All fines must be paid at the Department of Financial Management. The receipt issued at this Department must be brought to the Library for updating of records.

The Library has four categories of fines

- Overdue or late return of books
- Damage to or mutilation of books
- Replacement of lost books
- Unauthorised removal of library items (theft)

### **9.1. Overdue Books**

#### **9.1.1. Open shelf books**

A late return fee will be levied to all categories of library users at a rate to be approved by Council from time to time. See appendix B

### **9.1.2. Short-loan (Reserve) books**

A late return fee will be levied to all categories of library users at a rate to be approved by Council from time to time. See appendix B

## **9.2. DAMAGE, MUTILATION AND LOSS OF LIBRARY MATERIAL**

This includes underlining, through-lining, writing comments, removing pages or disfiguring books in any other way. Users are fully responsible for material they have damaged, mutilated or lost. No borrower, and this includes members of the academic staff, may lend a book to any other person. The replacement amount is calculated as follows:

- Current market price of the damaged or lost book plus 10% handling fee.

## **9.3. UNAUTHORISED REMOVAL OF LIBRARY MATERIAL**

No material may be removed from the Library without being properly issued to the user. Borrowers apprehended attempting to remove library material illegally may be subject to punishment as determined by the Director: Library Services. The punishment may include:

- Being blacklisted by the Library
- Appearing before the Disciplinary Committee of the University.
- Being suspended from the Library for a period determined by the Director: Library Services.
- A fine to be determined by the Director: Library Services may be imposed.

## **10. REVIEW DATE**

Formal review of this policy may be initiated by the Library, Library Committee, Senate or Council.

## **11. POLICIES REPLACED**

This policy replaces the existing Circulation Policy.



# **APPENDIX A**

## **GUIDELINES FOR DISCIPLINARY MEASURES**

### **1. PURPOSE**

These Guidelines provide a framework for responding to misconduct in the library by all categories of Library users.

The Guidelines are based on University of Venda Calendar Section 1.4 sub-sections 11 and 13.

#### **1. The Guidelines applies to the following library users:**

##### **2.1. All categories of students/users**

- Undergraduates and post graduates students.
- Visiting students from other libraries.
- External members.
- Day visitors.
- Researchers

##### **2.2. University Staff**

- Academic staff
- Admin staff
- Service workers
- Contract workers
- Visiting professors/Scholars

### **2. TYPES OF MISCONDUCT BY USERS.**

**General misconduct of users can include the following:**

- Unauthorized removal of Library Materials namely: books, journals pamphlets, magazines, newspaper, etc.
- Non-return of long overdue library material that is on loan to a user.
- Disruptive behavior in the library.
- Misuse of library computers.
- Unauthorised entry to the Library
- Failure to observe library rules.
- Harassing, abusing or threatening of other users.
- Theft of computers, computer parts and other Library equipment.

### **3. RESPONSES TO MISCONDUCT BY STUDENTS OR LIBRARY USERS.**

<b>TYPE OF MISCONDUCT</b>	<b>PUNISHMENT</b>
<b>7.1</b> Unauthorized removal of Library materials, etc	A minimum fine of R500 and a maximum fine of R1000.00
<b>7.2</b> Non-return of library material.	Current market price of the lost book plus 10% handling fee and overdue fine.

<p><b>7.3</b> Tearing of pages from library books and periodicals</p>	<p>Current market price of the damaged book plus 10% handling fee and a minimum fine of R500.</p> <p>Referral to the University Disciplinary Committee for reported offense.</p>
<p><b>7.6</b> Failure to produce valid University ID.</p>	<p>Suspension from the library for a period not exceeding six month.</p>
<p><b>7.7</b> Harassment of other library users and staff.</p>	<p>Suspension from the library for a period not exceeding six month.</p> <p>Serious cases to be referred to the University's Disciplinary Committee.</p>
<p><b>7.8</b> Use of cell phones in the library.</p>	<p>Reprimanding a student from using the library for a day.</p>
<p><b>7.9</b> Theft or other forms of vandalism.</p>	<p>Referral of cases to the University's Disciplinary Committee and SAPS through University Security.</p>

# **APPENDIX B**

## **FINE RATES FOR OVERDUE LIBRARY MATERIAL**

### **1. OPEN SHELVES BOOKS**

- 1.1. Students: R3.00 per item per day (maximum of R250.00 per book)
- 1.2. External members: R5.00 per day per book (maximum of R250.00 per book)
- 1.3. Academic staff: a grace period of 1 month after expiry date, and thereafter a fine of R5.00 per book per day (maximum of R250.00 per book)
- 1.4. Administrative staff: a grace period of 1 month after expiry date, and thereafter a fine of R5.00 per book per day (maximum of R250.00 per book)
- 1.5. Service staff: a grace period of 1 month after expiry date, and thereafter a fine of R5.00 per book per day (maximum of R250.00 per book)

### **2. SHORT-LOANS (RESERVE) BOOKS**

- 2.1. Students: R2.00 per item per 2 hour period
- 2.2. External members: R2.00 per item per R2.00
- 2.3. All categories of staff: R5.00 per item per 2 hour period

### **3. MEDIA CENTRE**

- 3.1. Academic staff: a grace period of 1 month after expiry date, and thereafter a fine of R5.00 per item per day (maximum of R250.00 per book)
- 3.2. Administrative staff: a grace period of 1 month after expiry date, and thereafter a fine of R5.00 per item per day (maximum of R250.00 per book)

- 3.3. Service staff: a grace period of 1 month after expiry date, and thereafter a fine of R5.00 per item per day (maximum of R250.00 per book)

#### **4. LAW LIBRARY**

- 4.1. Students: R2.00 per item per 2 hour period
- 4.2. External members: R2.00 per item per R2.00
- 4.3. All categories of staff: R5.00 per item per 2 hour period