

# Oregon Tech Library's Circulation Policy

## Library Material Checkout Locations:

In Klamath Falls, materials may be checked out at the Access Services desk on the first floor of the Learning Resource Center (LRC) building.

In Wilsonville, materials may be checked out from the student assistant or the librarian.

## Library Material Renewals:

Most materials may be renewed by signing in with your Oregon Tech Username and Password.

**Interlibrary Loan (ILL)** materials, to renew make a request to the Access Services desk 3 days prior to the due date. If the words '*No Renewal*' is noted on the book band around the cover, then the materials cannot be renewed.

**Orbis Cascade Alliance (Summit)** materials may not be renewed

## Library Material Check Out Periods:

Material	Check Out Period
Audio Cassettes	4 weeks
Books	4 weeks for students & staff -- 6 months for faculty
Government Documents	4 weeks
Interlibrary Loan Books (ILL)	Varies
Magazines, Journals, & Newspapers (not current)	3 days
Maps	4 weeks
USGS Topo Maps	1 day
Orbis Cascade Alliance (Summit) Materials	6 weeks
Pamphlets	4 weeks
Senior Projects	4 weeks
Student Technical Reports	4 weeks

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## **Library Material Not For Check Out:**

The following items are for in library use only:

- Electronics Catalogs
- Current Magazines & Newspapers
- Microfiche & Microforms
- Reference Books
- Reserve Books, including Oregon Tech catalogs on Reserve

## **Library Material Overdue Fines:**

<b>Material</b>	<b>Overdue Fines</b>
Books	\$0.25 per Day
2 Hour Reserves	\$0.25 per Hour
1 or 7 Day Reserves/Special Loans	\$1.00 per Day
Recalled Items	\$1.00 per Day
Magazines, Journals & Newspapers	\$1.00 per Day
Interlibrary Loan (ILL)	\$1.00 per Day
Orbis Cascade Alliance (Summit)	\$1.00 per Day

Overdue charges for Oregon Tech-owned items accrue to a maximum of \$10.00 per item. When this charge is reached, and the item is not returned, the borrower will be charged the maximum \$10.00 overdue fine, plus the replacement cost of the item (minimum replacement charge is \$20.00), plus a \$20.00 service charge, for each non-returned item.

For Orbis Cascade Alliance and Interlibrary Loan items, fines accrue until the item is returned, with no set maximum.

- Replacement charges for Orbis Cascade Alliance items are \$75.00, plus a \$15.00 service charge and any overdue charges for each Orbis Cascade Alliance item not returned.
- Replacement charges for Interlibrary Loan items are established by the lending library, and will include a \$15.00 service charge and any overdue charges for each Interlibrary Loan item not returned.

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## Library Borrowing Availability

The following groups may check out materials:

- Oregon Tech Students
- Oregon Tech Faculty
- Oregon Tech Staff
- Community Borrowers
- Area High School Students
- Visiting Scholars
- Retired, and Emeritus Faculty