1. Purpose
Circulation promotes equal access to information and facilitates the availability of physical library materials and resources for use by authorized BCOM borrowers. Effective circulation requires the establishment and communication of borrowing privileges, limitations, and/or penalties that may apply.

2. Related Policy/Authority
www.bcomnm.org/policy-b5040/

3. Faculty/Staff Responsibilities
All library staff participate in day-to-day circulation activities. Circulation statistics are managed by the Library Technician and the Associate Library Director. Periodic usage reports are run from the library’s integrated library system and evaluated by the Associate Library Director for operational purposes. Evaluations are periodically shared with and reviewed by the Library Director for higher level reporting, e.g., IPEDS. Circulation issues that arise are typically resolved by the Library Director, Associate Library Director, and/or Library Technician.

4. Definitions/Abbreviations
Authorized borrower/affiliate: BCOM students, faculty, staff, and other affiliates with designated privileges who present a valid ID badge from BCOM, Memorial Medical Center (MMC), or Mountain View Regional Medical Center (MVRMC); or who can verify that they have current BCOM credentials (obtained from IT).

IPEDS: Integrated Postsecondary Education Data System

5. Procedural Steps
The BCOM Library circulates items from its physical collection to authorized borrowers based on library defined borrower categories, item types, and loan periods. Circulation processes are performed within the library’s integrated library system.

Borrowing Privileges
Full borrowing privileges are available to BCOM students, faculty, staff, and other authorized affiliates who present a valid ID badge from BCOM, Memorial Medical Center (MMC), or Mountain View Regional Medical Center (MVRMC); or who can verify that they have current BCOM credentials (obtained from IT).

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Limits</th>
<th>Loan Period</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Media</td>
<td>5</td>
<td>21 days</td>
<td>1</td>
</tr>
<tr>
<td>Reserve Materials* (books, anatomical models, other items)</td>
<td>5</td>
<td>2 hours</td>
<td>1</td>
</tr>
</tbody>
</table>

Library staff may make exceptions/restrictions to these limits, loan periods, and number of renewals
Limitations on Reserve Loans

- Reserve books and other items may leave the library but not the facility. Examples of other items include: headphones, markers and erasers, computer adapters, OMM tables
- Anatomical models:
  - Models may not leave the library without prior authorization from Anatomy faculty
  - Models available on open shelves do not need to be checked-out, but may not leave the library
  - Use of only one disarticulated full- or half-skeleton allowed per library table
  - Faculty may borrow models for extended loan periods for instructional purposes

Services for Students and Faculty at a Distance

The Library provides physical book circulation to students and faculty affiliated with hubs outside of Las Cruces. Upon request, books may be mailed free-of-charge and with a postage paid return mailer to a pre-determined address. Due dates for these items may vary because of shipping time to/from.

Consortial Borrowing

The BCOM Library is a member of the New Mexico Consortium of Academic Libraries (NMCAL) and the Passport Program that provides access to library collections and limited borrowing privileges statewide. Information on the Passport Program is available from Library staff.

Holds/Recalls

- Library staff may place a hold on a checked out item for a borrower. Items with a hold are not eligible for renewal. Length of time a requested item is held is based on the item’s demand
- Library staff may recall an item from a borrower at any time.

Penalties for Overdue, Damaged, or Lost Items

The BCOM Library does not charge overdue fees for regular circulating and/or reserve materials; however, the following will occur if an item becomes long overdue, lost, or damaged:

<table>
<thead>
<tr>
<th>Item Status</th>
<th>Timeframe</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Overdue Books &amp; Media</td>
<td>Two weeks after the item’s due date</td>
<td>Email notification sent to borrower that includes penalties if not returned. Circulation privileges may be limited</td>
</tr>
<tr>
<td>Long Overdue Reserves</td>
<td>Close of business on day of check out</td>
<td>Email notification sent to borrower that includes penalties if not returned. Circulation privileges may be limited</td>
</tr>
<tr>
<td>Lost</td>
<td>Lost status is assigned to an unreturned item two weeks after the long overdue email notification is sent</td>
<td>Borrower may be responsible for the replacement or replacement cost of the item (cost and/or edition determined by library staff). All items replaced carry a $10 processing fee AND/OR</td>
</tr>
<tr>
<td>Issue</td>
<td>Damaged</td>
<td>Appeled</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>If loss or damage of item is appealed, form must be submitted to library staff no later than two weeks after the long overdue email notification is sent</td>
</tr>
</tbody>
</table>

**Billing and/or payments will occur through the BCOM Business Office**

**General Guidelines**

- The BCOM Library adheres to the professional standards outlined in the American Library Association’s Bill of Rights: [http://www.ala.org/advocacy/intfreedom/librarybill](http://www.ala.org/advocacy/intfreedom/librarybill) and the ALA Code of Ethics: [http://www.ala.org/tools/ethics](http://www.ala.org/tools/ethics); the New Mexico Library Privacy Act and other applicable state and federal laws: FERPA, USA Patriot Act, and Copyright Act (Title 17, U.S. Code)
- Circulation is non-transferrable from one person to another outside of the library’s system and normal procedures
- All library users are expected to enter and exit through the electronic security gates at the library’s front doors
- The library staff may make exceptions to circulation procedures at their discretion

**6. Reports/Charts/Forms/Attachments/Cross References**

- Appeal Form: Attached

**7. Maintenance**

Developed by: Norice Lee, Associate Library Director in consultation with the Library Director, Library Technician, Associate Dean for Student Affairs, Controller and Assistant Controller.

Review of the Circulation SOP will occur biennially and updated as needed.
8. Signature

Signature on File | 8/28/19
---|---
Erin Palazzolo, Library Director | Date

9. Distribution List

Internal/External

10. Revision History