

**SUBJECT: Access Services – Circulation**

---

**MANUAL: Health Sciences Library Policy & Procedure**

**POLICY: Circulation**

**RESPONSIBLE PERSONS: Library Staff and Clients**

---

**POLICY**

1. The HSL circulates its materials to colleagues of the Mount Carmel Health System, including College of Nursing students, alumni, and faculty and members of the OhioLINK/OPAL consortia. (exceptions for College of Nursing distance learning students are outlined in the addendum to Access Services - Circulation Policy).
2. Mount Carmel complies with all the circulation policies and procedures of OhioLINK and OPAL. These policies and procedures are found on the OPALSTAFF web site.

**LIBRARY ACCOUNTS**

Library accounts expire according to type of client:

1. MCHS staff (including physicians): library account valid for one year from date of creation. Accounts will be deleted promptly following departure from MCHS system.
2. MCCN faculty, staff, and alumni: library account valid for one year from date of creation. Accounts will be deleted promptly following departure from MCCN.
3. MCCN students: library account valid for each active semester. Accounts will expire three months after graduation.
4. GME Residents: account valid for one year from beginning of residency. Accounts will expire three months after the completion of residency.

**LOAN**

The normal checkout period is 21 days. Items may generally be renewed six times.

**FINES**

1. Overdue fines accumulated by Mount Carmel clients for HSL materials, with the exception of the Leisure Collection, are waived upon return of the materials.
2. **Fines and fees are collected for all materials borrowed from other libraries in accordance with OPAL and OhioLINK policies and procedures.**
3. Lost and/or damaged materials from the HSL collection will be replaced according to cost of the new material.
4. Charges for lost OPAL/OhioLINK materials will be incurred in accordance with established OhioLINK policies.

**SELF CHECK-OUT**

**SUBJECT: Access Services – Circulation**

---

Self check-out of Mount Carmel materials is available.

**MATERIALS NOT RETURNED**

1. When library clients are no longer part of the Mount Carmel Health System, whenever possible, library records will be checked to determine if all library materials have been returned.
2. If materials have not been returned, clearance will not be given and may hold up grades, final paychecks, etc. in an effort to retrieve the materials.

**DEVELOPED BY: Library Staff**

**DATE: 1998**

**REVISED BY: Library Staff**

**06/04/14**

**REVIEWED BY: Stevo Rokсандic, Director**

**06/04/14**

**APPROVAL FOR IMPLEMENTATION BY:**

*Ann Scheele*

**DATE:**

*7/1/14*