

Policy Name: Borrowing Policies

Department: Academic Affairs - Library

This policy applies to: Library Patrons

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Document #:

King University Libraries circulates the following materials:

- Books – print and electronic
- Compact discs*
- DVDs
- Games*
- Equipment**
- Government Documents*

All students, faculty and staff wanting to borrow material must present a valid King University ID card; however, some restrictions may apply.

*Available only in Bristol.

**See [Equipment Policy](#) for more information.

Holston Associated Libraries (HAL)

King University Libraries is a member of the Holston Associated Libraries (HAL) which also includes the Emory and Henry College Library, the Tazewell County Public Library in Virginia, and the Washington County Public Library in Virginia. HAL shares a web-based library catalog which points users to the location of the more than 1.5 million items in this consortium. King students, faculty, and staff can access most of these resources through the following methods: in person at any HAL library, delivery via courier, or through the mail. Students can request any item be sent via courier or through the mail by clicking “Request” in the shared library catalog.

Patrons with borrowing privileges at other HAL libraries may check out resources from King University Libraries upon presentation of a valid library card from their home library. Exceptions to this are listed in the chart below. Patrons from other HAL Libraries do not need to physically visit King University Libraries in order to use King’s materials. HAL patrons may use the Request feature in the shared library catalog to have materials sent to their home libraries.

Loan Periods

Material	King University Students & HAL patrons	King University Faculty/Staff
Books	4 weeks	90 days
DVDs	7 days	7 days
CDs	7 days	7 days
Course Reserves*	2 hours/24 hours	2 hours/24 hours
Games*	7 days	7 days
Equipment*	See Equipment Policy	See Equipment Policy
Government Documents	30 days	30 days

*HAL patrons may not borrow items in these categories

Overdue Notices

Overdue notices are automatically emailed on a daily basis.

Fines

Books, DVDs, CDs	\$0.10 per day; \$5.00 maximum fine
Games	\$.25 per day; \$5.00 maximum fine
Equipment	See Equipment Policy
Course Reserves	\$0.25 per hour or part hour, no maximum fine

Renewals

All materials may be renewed one time unless the item has been recalled or requested by another patron. After one renewal, the item must be returned before it can be checked out again. Exceptions to this may be made by authorized library staff. Renewals may be made by telephone, email, or through the shared library catalog. Fines that have accrued will still apply even if an item is renewed.

Special Permission

Library materials which do not usually circulate, such as reference books and periodicals, may be borrowed by faculty and staff only with special permission from authorized library staff. These items are generally granted a limited borrowing period. The materials should be returned directly to a library staff person. Materials returned after the special permission due date are subject to fines.

Recall of Materials

A recall of materials can only be made after the due date has passed for the current patron.

Lost or Damaged Materials

Library patrons are responsible for the timely return of materials in the same condition as when they were checked out. If the materials are lost or damaged, the patron will incur charges to cover the cost of replacement. The replacement charge for lost or damaged materials will include the original purchase price plus a processing fee of \$10. Patrons are also responsible to pay any fine which may have accrued. If the original purchase price is not available, the patron will be charged \$40 plus a processing fee of \$10 plus any accrued fine for each lost or damaged item.

Community Borrowers

Patrons not affiliated with King University or other HAL libraries but who desire to borrow King University Libraries' materials must acquire a Community Borrower card. Please see the Community Borrower Policy for more information.

Interlibrary Loan

Interlibrary Loan is a service for borrowing library materials not found in the King University Libraries by requesting them from other libraries throughout the United States. Please visit the library website for information on requesting Interlibrary Loan items.

Other Libraries

King University Libraries has established reciprocal agreements with other area libraries. Please see the library website [About Us](#) page for current relationships and details.