
Effective: October 1997

Faculty Policy
MILLERSVILLE UNIVERSITY LIBRARY FACULTY BORROWING POLICY

Approved: Revised: March 9, 2007
MU/APSCUF-MU Meet & Discuss

Faculty members may borrow circulating materials for 180 days.

Library material may be renewed unless the material is requested by others. An item may be renewed four consecutive times.

An overdue notification will be sent to the faculty member after 180 days if borrowed items have not been returned or renewed. If overdue material is not returned within thirty (30) days after the date due, the faculty member's borrowing privileges will be suspended. Borrowing privileges will be reinstated when the material is returned or the faculty member has paid for any lost material. Appeals may be made to the Director of the Library. Faculty members will be charged for lost or damaged items. Regular faculty are exempt from overdue fines.

After thirty (30) days, the library material may be recalled by the library upon request of other borrowers. If the material is not returned within seven (7) days after the date of the recall notice or the faculty member has not contacted Ganser Library's Circulation Department, borrowing privileges will be suspended. They will be reinstated when material is returned.

If a faculty member loses library material, he/she shall pay the replacement cost as well as a processing fee.

If the faculty member refuses to pay any invoice, his/her account shall be referred to the Accounts Receivable Office for further action.