

Circulation Department

Policies:

CIRCULATION POLICY

- Books: 3-weeks/1 week grace period.
- Faculty: 1 Semester
- Books may be renewed twice provided no one has placed a hold on them.
- Books can be renewed [online](#) through ALEPH.
- Reserve books: 2 hours.
- FAMU I.D. card is required to use Reserve books and faculty materials.

RESERVE POLICY

The course reserve service is open to all faculty in support of teaching activities at the University. The library exercises the right to determine conditions of use or reuse materials for reserve for legal or other reasons. The policies, which establish and regulate reserve materials are as follows:

I. Type and Amount of Materials

Any faculty member or instructor may place library books, personal books, and articles that are bound on reserve. Due to space limitations, the materials must contain readings required for a class taught during the current semester. All materials must be picked up at the end of each semester. Two or more instructors may request that the same item be placed on reserve at the same time. This item will be indexed under the name and course(s) of each instructor.

II. Personal Items

Instructors may place personal books and other materials on reserve. Personal items will be processed and circulated according to standard reserve procedures. The library personnel will label all personal materials so that they may be charged out.

- If the library owns the item, the library's copy will be placed on reserve and the instructor's copy returned, unless specifically requested otherwise.
- Course notes, answer sheets, student papers, and other unpublished materials should be bound so as to secure and protect contents.
- While efforts will be made to safeguard materials, the library will not be responsible for any damages to or theft of personal items placed on reserve.

III. Copyright Compliance

Materials that are in compliance with Copyright Policy may be placed on reserve. Compliance may include securing permission from the copyright owner and paying

copyright fees as necessary. Assistance for copyright clearance is available from the University Bookstore. A completed and signed Copyright Compliance Statement must accompany these materials.

Please note that submission of the signed Copyright Compliance Statement certifies that the instructor has read, understood, and complied with copyright law and will be held solely liable for any violations of the law.

IV. Location of Reserve Materials

Materials placed on reserve in Coleman library will be circulated from the circulation desk, during regular business hours.

Staff:

Priscilla B. Henry, Access Services Librarian

Evan Adams

George Johnson

Faye L. Williams

Interlibrary Loan Department

ILL Policies and Procedures

Who may borrow through Interlibrary Loan?

Interlibrary Loan services are available to current students, faculty, administration and distance learners at Florida A&M University.

Will I have to pay for items requested through ILL.

Every effort is made to obtain materials free, however, this is not always possible. When the item cannot be obtained from a reciprocal library, then there is a charge. Please allow a minimum of \$10.00 in such cases.

What if I have a question about a request?

Question related to ILL and requests for renewals of ILL items should be directed to ILL@famu.edu

How long does it take?

A minimum of three (3) to five (5) working days should be allowed to receive requested materials. However, the library will make every effort to acquire materials in a shorter time frame if possible. The time involved in receiving materials depends on the completeness and accuracy of your request and the response of the lending library.

How will I be notified When Materials arrive?

The Interlibrary Loan staff will notify individuals by telephone or via email when requested materials arrive. You may also inquire about ILL requests by calling (850)561-2652 or (850)599-8159, or by visiting the ILL office in Room 208 Coleman Library.

What is the Loan Period for ILL?

The loan period for materials borrowed through ILL services is determined by the lending library. Most lending libraries allow three weeks for loans with a renewal option of ten days upon request. Renewals must be made before the original date expires.

How Are ILL Materials Returned?

All ILL materials must be returned to the ILL Office or the Circulation desk second floor in Coleman Library. ILL materials are not to be returned in the Library book drop.

Staff:

Priscilla Henry, Access Services Librarian
Betty Johnson