

1. PURPOSE

- 1.01 The purpose of this policy is to ensure maximum accessibility and use of library materials and services for students, faculty, and staff of Sam Houston State University and external community users.
- 1.02 The Library normally acquires only one copy of a print title in order to maximize its holdings and use of financial resources. It is assumed that all library material is of potential use to all students, faculty, and staff. Library material is not, therefore, ordered for the personal use of any individual. Circulating books and other material, consequently, should be returned promptly after the initial loan period so they can be used by as many individuals as possible.

2. ELIGIBILITY FOR LIBRARY PRIVILEGES

- 2.01 Students must be enrolled in at least one (1) class or employed by the university to receive library services, such as checking out books and requesting interlibrary loans, in accordance with section 2.01 of Academic Policy Statement 030603 - Student's Use of Academic Facilities.
- 2.02 Students who are not enrolled in the summer semester may request through the Library Service Desk that their library privileges be extended for the summer if they have pre-registered for the fall semester, in accordance with section 2.02 of Academic Policy Statement 030603 - Student's Use of Academic Facilities.
- 2.03 Staff, faculty, and other university affiliates must be employed at, have a current appointment with, or be retired from SHSU to receive library services.
- 2.04 External community users may acquire privileges to borrow normally-circulating physical materials by either presenting a valid TexShare card issued by another TexShare-participating library or by purchasing an NGL Courtesy Card.

3. PHYSICAL MATERIALS LOAN PERIOD

- 3.01 The loan period of library circulating material for undergraduate and graduate students is four (4) weeks.

- 3.02 The loan period for students qualified for the Library's Distance Learning Services is eight (8) weeks and adheres to typical renewal policies.
- 3.03 The loan period of library circulating material for all current faculty and staff members of the University is one (1) semester, with two (2) summer sessions equated to one (1) semester.
- 3.04 The loan period of library circulating material is one semester for faculty TexShare card holders, four (4) weeks for student TexShare card holders, and two (2) weeks for Courtesy Card holders.
- 3.05 Borrowers may renew library circulating material for an additional loan period unless the items have been recalled by another patron.
- 3.06 All material loaned to borrowers is subject to recall by another patron after an initial loan period of two (2) weeks.
- 3.07 Some materials may circulate with shorter loan periods or circulate only to certain patron groups, as determined by the library staff or faculty member supervising that area; these may include but are not necessarily limited to course reserves, reference books, periodicals, Instructional Materials Collection (IMC) EC-12 textbooks, and tabletop games.

4. PHYSICAL MATERIALS LOAN LIMITS

- 4.01 During any appropriate loan period, an undergraduate student enrolled at the University may borrow a maximum of 25 books at one time.
- 4.02 During any appropriate loan period, a graduate student and a student of the Honors College may borrow a maximum of 35 books at one time.
- 4.03 During any appropriate loan period, a faculty or staff member may borrow a maximum of 75 books at one time.
- 4.04 During any appropriate loan period, a TexShare card or Courtesy Card holder may borrow a maximum of ten (10) books at one time.

- 4.05 A graduate student, faculty member, or student of the Honors College engaged in specific research projects requiring the use at one time of more than the maximum limits stated in 4.02, 4.03, and 4.04 may request permission from the Access Services Coordinator to check out additional materials.
- 4.06 Some materials may have smaller quantity limits as determined by the library staff or faculty member supervising that area-for example, patrons are limited to four (4) tabletop games and three (3) Reserves items.

5. ONLINE MATERIALS

- 5.01 NGL provides access to electronic resources through the licensing of proprietary databases and information resources.
- 5.02 Use is governed by the license agreements between the university and the proprietors.
- 5.03 Unless otherwise stated in the license, users must limit their use of materials to non-commercial, educational, or personal research purposes.
- 5.04 Systematic downloading of licensed content is prohibited. Systematic downloading means scripted, fully automated batch downloads of journal articles, data, bibliographic records, or entire eBooks consistently and/or repeatedly over time. Such behavior will result in temporary, partial, or in exceptional instances, permanent revocation of access to the NGL online resources. In instances when the exceeding of download thresholds is associated with unintentional, good-faith use of these resources, the Director of Library Technical Services may facilitate discussions between the account owner and the vendor in question to explore any alternate forms of assistance/provision that may be helpful.

6. INTERLIBRARY LOAN PRIVILEGES

- 6.01 The purpose of Interlibrary Loan (ILL) is to support any gaps in the collection for the immediate use of students, staff, faculty, and other university affiliates. To help maintain the free exchange of materials and research, ILL will provide items from the SHSU collection to other libraries, government entities, businesses, and any other entities whose cooperation supports our Users.

- 6.02 ILL is governed the by ILL Code for the United States and follows Copyright Guidelines set by the Library’s Copyright Officer or the Library Copyright Committee.
- 6.03 Eligibility
- a. Students, faculty, and staff who are currently eligible for library privileges are also eligible to receive ILL services.
 - b. The level of services provided to university affiliates will be determined by the Access Services Coordinator and can be restricted based on the cost to provide these services.
 - c. TexShare card and Courtesy card holders are not eligible for Interlibrary Loan services from NGL.
- 6.04 All users are subject to the due dates and usage conditions set by the Lending Library
- 6.05 All borrowed items are subject to recall two (2) weeks after arriving at NGL.
- 6.06 ILL will also be responsible for providing document delivery, faculty direct, and distance education services to users who qualify.
- 6.07 Faculty Direct – All faculty qualify for delivery directly to their office of items in the collection and ILL items except those who do not work on the SHSU main campus.
- 6.08 Distance Education Services – Students who take classes exclusively online and live outside the city of Huntsville are eligible for Distance Education Services, which mails materials from the collection and ILL items directly to their home. Staff and faculty may qualify for the service if they teach exclusively online or work 100% remote, and do not live in the city of Huntsville. Distance Education users will be responsible for the cost of mailing items back to the library and paying any fees assessed by the Lending library if said item is lost in the mail.
- 6.09 Document Delivery – All users may request scans from the print selection of no more than 50 pages, one (1) chapter, or one (1) article per request.
- 6.10 Users at SHSU-The Woodlands Center and the College of Osteopathic

Medicine will receive Distance Education Services.

- 6.11 Users are limited to five (5) new requests per day to the ILL Department.
- 6.12 Users are responsible for the timely return of items to ILL and for the condition of the items. NGL may charge a late fine. Lost book and damage fees may be assessed by the Lending Library; lending libraries will be paid by the ILL department and the fees will then be assessed to the user.
- 6.13 Items being loaned to NGL that are lost in the mail between libraries will be the responsibility of the ILL Department, while items loaned to other libraries lost in the mail will be the responsibility of the Borrowing library.
- 6.14 Items loaned to other libraries by ILL will receive a twelve (12) week check out and no renewals; this is subject to change depending on NGL needs and priorities, as determined by the library faculty member supervising the department.
- 6.15 Items provided to other libraries will be free for reciprocal, Libraries Very Interested in Sharing (LVIS), and participants in the State of Texas supported Courier Service. All other libraries will be charged what they charge for NGL to use their service.

7. STUDY CARREL USE

- 7.01 NGL provides both hourly and assigned study carrels.
- 7.02 Assigned study carrels are allocated to eligible applicants by the Associate Director of Library Public Services or their designee on a semester basis.
- 7.03 Because of high demand, assigned carrel privileges are prioritized for graduate students and faculty who need to make extensive use of library materials for research. Privileges may be revoked when carrel holders fail to make weekly use of a carrel or when policies regarding proper use are not followed.
- 7.04 Patrons with assigned study carrels may keep circulating library books in the carrels, provided that the material has been checked out to that patron. Unauthorized library materials found in carrels will be removed and reshelved by library personnel.
- 7.05 Patrons who are not eligible for assigned carrels, or for whom an assigned

carrel is not available, may use the hourly carrels in keeping with the current policies and procedures on the library website.

8. FINES, LOST/DAMAGED MATERIAL CHARGES

- 8.01 All library patrons are responsible for returning or renewing borrowed materials on or before the due date.
- 8.02 Library fines or charges may be assessed against students, faculty, staff, and other borrowers by the library as a means of encouraging compliance with this policy.
- 8.03 Patrons who lose or irreparably damage library materials will be charged the higher of the average price by classification as provided by the Library's book vendor or the price in the item record. There may be a charge to help defray reordering, cataloging, and other administrative costs. After items are overdue 45 days, the total charges are transferred from the Library to the Bursar's Office and treated as a debt owed to the University. For students, faculty, and staff, total charges are added to the patron's University account. An individual with outstanding library charges may be unable to obtain a copy of their official transcript or have access to other institutional resources until full payment is made.

APPROVED: <signed>
Alisa White, Ph.D., President

DATE: 2/19/2024

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: June 6, 1984
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2027

Approved: <signed>
 Michael T. Stephenson, Ph.D.
 Provost and Sr. Vice President for
 Academic Affairs

Date: 2/14/2024

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.