

Circulation Department Policies

Circulation Policy

The following policies apply to library materials housed in the James E. Shepard Memorial Library (Circulation Department-open stacks). Policies may differ at other campus libraries and other departments within Shepard Library.

All NCCU students must use their current NCCU ID as their library card. Faculty and Staff must also use their NCCU ID as their library card. All other students must use their University ID from their home institution.

Hours

Monday – 8:00 am - 1:00 am

Thursday

Friday 8:00 am - 5:00 pmSaturday 8:00 am - 5:00 pmSunday 2:00 pm - 1:00 am

Hours are subject to change during summer, holidays, and inter-sessions.

Loan Periods

NCCU Undergraduate and Graduate 30 Days

Students:

NCCU Faculty/Staff: 180 Days
TRLN & UNC Patrons: 30 Days
(Students)

180 Days (Faculty)

Interlibrary Loan: 30 Days
Visiting Faculty: 30 Days
Early College High School Students: 2 Weeks

Special borrowers include: students enrolled in special programs at NCCU, e.g. Summer Ventures; Friends of the James E. Shepard Memorial Library; and students enrolled in a North Carolina Community College.

Permission for these borrowers must be obtained from the Director of Library Services and/or the Head Circulation Librarian. All books are subject to recall for other users and the Reserve Department. Reserve Department requests should be returned immediately.

NorthCarolinaCentralUniversity

NCCU Libraries

Books may be renewed if not on hold for another patron or needed by the Reserve Department. Books may be renewed by using the public online catalog, in person or by calling the Circulation Department (919-530-6426). A patron renewing an overdue book will still be held responsible for the overdue fee. Overdue books cannot be renewed online.

Returning Books

During library hours all books should be returned to the inside book drop at the Shepard Circulation Desk. After hours or on days the library is closed, return all books to the book drops on either side of the Library entrance. These book drops are emptied daily. Patrons are still held accountable when overdue fines are created by returning books to the wrong location.

Overdue Items

Fines: \$.25 per day per item (this includes weekends & holidays), with a maximum of \$10.00 per item. There is a four-day grace period; charges begin on the fifth day.

Overdue notices are emailed to remind patrons to return items as soon as possible. When patrons receive these notices, items listed are already overdue & subject to fines.

Replacement Charges for Lost Items

Borrowers will be fined for lost and/or damaged books. Books are automatically declared lost when they are 21 days past due. Materials returned after being declared lost will be assessed the maximum fine of \$10.00.

Replacement fee for All books: \$100.00 per book Processing fee for All books: \$25.00 per book Maximum Lost/Damaged Book \$125.00 per book

fee:

All Circulation Fines/Fees questions should be directed to 919-530-6426.

Non-Circulating Materials

Several items in the library do not circulate and may not be used outside the library. These include:

- 1. Reference materials located in the Reference and Treasury Room collections.
- 2. Material marked as Reserve Room Use Only, and/or In Library Use Only.

All bound and unbound journals and magazines.