

Mitchell College Library

Graduate Institute Borrower Responsibilities and Circulation Policies

The Mitchell College Library exists primarily to support the teaching and research needs of Mitchell faculty and students. Its collections are necessarily built to support the College curriculum. The College welcomes public use of all resources on an in-house basis free of charge. The Library also participates as a lending institution regionally through the Libraries Online consortium (LION), of which it is a member; statewide through the Connecticut Digital Library's interlibrary loan system, ReQuest; and nationally through the cooperative worldwide resource catalog, OCLC.

Graduate Institute students are entitled to use the Mitchell College Library and many of its resources as part of the affiliation agreement with Mitchell College. Graduate Institute students should contact their program coordinator to register for borrower privileges.

The Library extends borrowing privileges to Graduate Institute Students under the following conditions:

- ❖ Those who use the Library and its resources agree to observe all Library policies (including College policies), to be respectful of others' rights in using the Library, and respectful of Library facilities and property.
- ❖ Borrowers are responsible for all Library materials checked out in their name, including resources used within the Library but not formally checked out to them.
- ❖ Overdue notices are sent as a courtesy, *via e-mail only*. It is the individual responsibility of borrowers to acquaint themselves with and observe Library circulation policies.
- ❖ Borrowers agree to pay promptly any charges incurred for late returns, damage to, and/or loss of Library materials and property; borrowing privileges may be suspended at any time for recurrent abuse of these privileges.
- ❖ Borrowers agree to give immediate notification to the Library of changes of address.
- ❖ Personal and contact information provided by Graduate Institute students will not be shared with any outside organizations.
- ❖ In the event that a particular Library resource is in heavy demand by Mitchell College students, faculty, and/or staff, Graduate Institute students may be asked to surrender access to that resource.

Fee Schedule

- ❖ New London residents, business owners, and Connecticut students may borrow materials directly on a walk-in basis by paying a yearly fee of \$25.00.
- ❖ Connecticut students with valid ID may gain access to electronic resources (including databases, the library catalog, and ebooks) on a walk-in basis by paying a yearly fee of \$25.00.

Non-Reserve Circulation Policies

Loan Periods

Books	14 days
Reference materials and periodicals	Non-circulating
Periodicals	Non-circulating
Juvenile materials & Kits	14 days
Recorded books	14 days
Audio recordings	14 days
Video Recordings (e.g. VHS, DVD)	2 days

Renewals -

One renewal is possible on all materials.

Maximum loans -

Books	3 at a time
Juvenile Materials & Kits	1 at a time
Recorded books	1 at a time
Audio recordings	2 at a time
Video Recordings (e.g. VHS, DVD)	1 at a time

Fines

All materials excluding videos	\$1.00 per day per item to a \$15 maximum
Videos	\$4.00 per day per item to a \$50 maximum

Recalls

The Library reserves the right to recall any material before its due date if needed for Mitchell students or faculty. In the case of a recall, notice will be sent via email and fines will accrue based on the adjusted due date.

Reserve Circulation Policies

Please note: Reserve materials are often in short supply and heavy demand. Students are asked to be mindful of others who need access to these required classroom resources. Loan periods are necessarily limited, and reserve overdue fines are significant for this reason.

Loan Periods

All materials 2 hours

Renewals -

No renewals are possible.

Overnight loans -

Overnight loan privileges may be extended on materials checked out less than two hours prior to closing. Overnight materials are due back when the Library opens the next day. Overnight loan privileges will not be extended on any materials that are restricted to In-House use.

Maximum Loans -

It is possible to check out 2 unique items at one time.

Fines

Print materials	\$4.00 per hour or any portion of an hour per item to a \$35.00 maximum
Non-print materials	\$12.00 per hour or any portion of an hour per item to a \$60.00 maximum

Any reserve materials not returned within 3 days will be considered lost, and patrons will be billed for replacement costs in addition to overdue fines.

Lost and Damaged Materials

Please Note: Materials that are damaged beyond repair will be treated as lost and the following charges will be applied. Please remember to be respectful of others' rights in using the Library by taking care of Library facilities and property.

Charges

Lost/Damaged Mitchell Materials	Accrued fines, replacement cost, 25% non-refundable processing fee
Suspension of Borrowing Privileges	Upon the accrual of \$5.00 in fines and/or replacement costs, or as deemed appropriate for recurrent abuse of privileges

Replacement Costs

Replacement costs will be applied if materials are lost or damaged beyond repair. List price prevails (whether higher or lower than the costs outlined below) when available. *Note: not all items below are available for loan to Graduate Institute Students.*

Circulating Print Materials	\$50
Non-Circulating Print Materials	\$100
Photocopy Materials (Reserve)	\$25
Video Recordings	\$50 per unit
Audio Recordings	\$25 per unit
Laptops	\$2,000 per unit
Digital Cameras	

Computer and Electronic Resource Access Policy

Laptops are in heavy demand by students and therefore are not available for Graduate Institute student use.

Graduate Institute students are entitled to access the Library's electronic resources on a walk-in basis or remotely. Students should contact their Graduate Institute program coordinator for the most current access information.

Interlibrary Loan Policy

Due to the great demand for Interlibrary Loan by Mitchell College students, faculty and staff, the Mitchell College Library extends limited Interlibrary Loan services at this time (3 per student per semester). Interlibrary Loan services are often available through the student's public library.