



University Policy Statement

UPS 500.150

LIBRARY CIRCULATION POLICIES

I. PREAMBLE

Library materials are acquired by the University for the common use of faculty, students, staff, and public at large in support of their research interests and curricular needs. This policy strikes a balance between the needs and interests of individual scholars and students on the one hand and the common benefit to the University community and public at large that comes from keeping the Library collection available to all categories of library users.

II. GENERAL POLICY

1. The Academic Senate and Library administration, working jointly via the Library Committee, recommend guidelines with respect to the following patron privileges:
 - a. Number of items borrowers may check out at a given time;
 - b. Circulation periods;
 - c. Number of renewals permitted.
2. Privileges vary by category of user and are delineated in the attached table, “University Library Circulation Parameters (UPS 500.150).”
3. In rare circumstances, such as course reserves, any circulating item may be recalled if deemed necessary by the library. If a borrower fails to return an item when it is recalled, their borrowing privileges may be suspended until a resolution is attained.
4. Amendments to the circulation parameters specified in this policy shall be submitted through the Library Committee for Academic Senate approval.

III. POLICY REVIEW

1. The Dean of the Library or designee will share with the Academic Senate Library Committee instances of utilization of library resources that are considerably beyond averages or norms for various services, e.g., interlibrary resource sharing, or reserves. The Library Committee shall review such cases and recommend appropriate action.

Source: University Library Committee

EFFECTIVE DATE: April 19, 2024

Supersedes UPS 500.150 Dated 6-16-15

1. and ASD 15-69



CALIFORNIA STATE UNIVERSITY, FULLERTON

California State University, Fullerton University Library Circulation Parameters

Category	Number of Concurrent Checkouts	Checkout Time Period
Faculty (includes Emeriti and FERP), Staff, Graduate Assistant, Teaching Assistant	100	One-year loan period for all material. - Option to renew once via online renewal system. - An email reminder will be sent.
Graduate & Undergraduate Student	100	20-week loan period - 1 renewal permitted. - Option to renew once via online renewal system. - An email reminder will be sent.
Reciprocal Borrower	10	28-day loan period - 1 renewal permitted. - Option to renew once over the phone or in person. - An email reminder will be sent.
Special Borrower *	10	28-day loan period - 1 renewal permitted. - Option to renew once over the phone or in person. - An email reminder will be sent.

*This status includes several categories of users with varying borrowing and interlibrary resource sharing limits:

Extended Education students:

Non-credit courses receive Special Borrower privileges for the lifetime of the course without interlibrary resource sharing.

Credit Courses receive CSUF undergraduate student privileges.

Patrons of the Library basic membership includes 10 check-outs without interlibrary resource sharing.

For Enhanced, Benefactor and Life membership categories, additional privileges are extended.

OLLI members receive basic Patrons membership.