



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. Any circulating item is subject to recall if it is needed by another borrower. If a borrower fails to return an item when it is recalled, his/her borrowing privileges may be suspended until a resolution is attained.
4. Items checked out for a semester or longer period must be returned to the Library as specified. If a borrower continues to need an item, it will be checked in and checked back out to him or her.
5. 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 University Librarian 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 loan, reserves. The Library Committee shall review such cases and recommend appropriate action.

2. Once each academic year the Library will submit via the Library Committee a statistical report relating to the implementation and operation of this policy, together with any recommendations for change based upon experience or changed circumstances.

Source: University Library Committee 3-23-15

EFFECTIVE DATE: June 16, 2015
Supersedes UPS 500.150 Dated 2-18-05
and ASD 15-69



CALIFORNIA STATE UNIVERSITY, FULLERTON

California State University, Fullerton University Library Circulation Parameters

Category	Number of Concurrent Checkouts	Checkout Time Period
Tenured, Tenure-track Faculty (includes Emeriti and FERP), Non-tenure-track Faculty (Lecturers, full and part-time), Staff	100	One due date per year (6/01) for all material. - Option to renew once via online renewal system. - All materials must be brought to the Library for return or new checkout. Immediate renewal allowed. - An email reminder will be sent.
Graduate Student, Graduate Assistant, Teaching Assistant	100	Semester loan. - All materials must be brought to the Library for return or new checkout. - An email reminder will be sent.
Undergraduate Student	100	60 day loan period - 1 renewal permitted.
Reciprocal Borrower	10	28 day loan period - 1 renewal permitted.
Courtesy Borrower *	10	28 day loan period - 1 renewal permitted.

*This status includes several categories of user with varying borrowing/ILLlimits:

Extended Education students.

Non credit courses—receive Courtesy Borrower privileges for the life-time of the course.

Credit Courses—receive CSUF undergraduate privileges.

Patrons of the Library—basic membership includes 10 check-outs and no ILL.

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

CLE—receive basic Patrons membership.