

Library resources benefit everyone. When any one person keeps a book or other library resource beyond the due date, it is not available for use by others. It is the responsibility of all students to return or renew library resources by or before the due date.

With the increase of students, now and in the coming years, the Library needs to make some adjustments in its procedures to insure that library books, journals and other resources are available when needed.

### **Using and borrowing library resources:**

It is the responsibility of each library user to respect the rights and needs of others by taking care of borrowed materials, and to return them undamaged by or before the due date. All books, journals, textbooks, DVDs, headphones and other materials must be checked out when taking them out of the library. No exceptions are permitted.

The desk supervisor will ask for your ID card when you are borrowing library materials to locate your record in the library system. Please bring it with you and give it to the desk supervisor when you want to take something out of the library. Everyone must borrow library resources using their own ID. The library will verify the identity of each person when lending the materials. When borrowing headphones, the library will keep your student ID, and return it when the headphones are returned.

### **Returning or renewing library resources:**

For the convenience of others who need to use library materials, it is imperative that all library materials be returned by or before the due date. This is especially important for items with short loan periods, such as course reserves or headphones.

There are two ways to check the due date of the materials you've borrowed, or to renew the charge to keep them longer:

1. Login to "My Portal" at [library.tamu.edu](http://library.tamu.edu), and select My Library record. All materials are listed under Charged Items from LibCat. Click the Check status link for any of the items. The due date will be displayed. If you want to renew an item, check the Renew? box, and click the Renew items button.
2. Come to the library, show your ID to the desk supervisor, and ask them to check your record and renew the items you need to keep.

Most borrowed materials can be renewed once. If you're not sure, please ask a librarian.

### **Sanctions for failure to return library resources:**

Beginning January 1, 2008, the Library will place a hold on the student record of any student who has overdue items and has failed to return them. Before placing the hold, the library will send two notices to inform the student of the materials that need to be returned. Three weeks after the due date, the hold will be placed on the student's record if the materials have not been returned.

It is preferred that all materials be returned. Students must reimburse the university for any materials that are lost or damaged before the hold will be removed. Attached is a full explanation of this sanction for failure to return library materials. A processing fee of \$25 will be added to the cost of each item that must be replaced.