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## NRAO Library Borrowing Policy

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### Change Record

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# **I INTRODUCTION**

The National Radio Astronomy Observatory (NRAO) Library Borrowing Policy exists to ensure the collection is as widely available to all patrons as possible, with few limitations or losses. The library provides collection materials on request to NRAO and AUI staff, hereafter referred to as staff, NRAO affiliated students, and then to the public at large through interlibrary loan (ILL). This policy applies only to borrowing NRAO Library materials by staff and students. See the separate ILL policy governing loans of NRAO Library materials to the general public and Staff borrowing of non-NRAO Library materials.

## **2 PATRONS**

The terms of NRAO borrowing privileges are described below by patron group. The lengths of borrowing terms permit borrowers a generous loan while also giving librarians ample opportunity for collection maintenance. Privileges may be reduced or suspended if a patron fails to renew any item in a timely manner, loses or damages any item, or otherwise does not comply with the terms of the borrowing policy.

### **2.1 Staff**

- 2.1.1 Staff may borrow up to 20 items at one time.
- 2.1.2 The initial loan period is 6 months.
- 2.1.3 Two, 3-month renewals are permitted by request only, excluding items another patron has on hold. Librarians will recall books after the maximum one-year loan.

### **2.2 NRAO Students**

- 2.2.1 Students may borrow up to 5 items for an initial loan period of 3 months.
- 2.2.2 Students may request two, 30-day renewals, excluding items another patron has on hold.
- 2.2.3 Student borrowers must bring items to the library in person to renew them.
- 2.2.4 Student borrowers must indicate an NRAO staff sponsor to receive borrowing privileges. The staff sponsor will share responsibility for loans to students and receive the same overdue notifications.

## **3 ITEM HOLDS**

Patron holds can be placed on any circulating item in the collection. An item hold queues the requesting patron for the next available loan of an item already checked out by another patron. This document outlines the processes and policies for placing holds.

### **3.1 Placing A Hold**

A patron can place a hold on a checked out item using the OPAC item record and logging in with their OPAC username and password. Alternately, patrons can email the library staff with a citation and request that a hold be placed.

### **3.2 Administration**

The ILS automatically informs library staff when a hold is placed. A librarian checks the hold from the staff side, sets the hold expiration date for 2 weeks after the due date of the current loan, and sets a calendar reminder for library staff.

An initial notice of a hold is sent to the current patron along with a reminder of their due date. The notice also offers the current patron the chance to place a hold to re-checkout the item after the subsequent use. Finally, an email is sent to the hold requestor letting them know the hold has been activated and providing an approximation of when the hold will be filled.

### **3.3 Fulfillment**

When the held item is returned by the previous borrower, the librarians will check the book out and send it to the new patron. All items should pass through the library, no direct patron to patron exchanges are supported. The library needs to see and verify the transfer to confirm the condition of the book before a new patron becomes responsible for its safekeeping.

### **3.4 Timeframe**

When a hold is placed, the current borrower will not have any further renewals or extensions of the due date. Holds will generally be fulfilled in 6 months or less.

## **4 LIBRARY CLEARANCE**

Staff departing the Observatory will only be cleared of the library if they have returned all borrowed items. In the event a departed patron has outstanding loans, the library will work with human resources and the former staff members supervisor to reclaim the missing items.