



Title: NRAO Library Borrowing Policy	Author: L. Utley/K. Davis	Date: 10/1/2021
NRAO Doc. #:		Version: 1.3

NRAO Library Borrowing Policy

PREPARED BY	ORGANIZATION	DATE
Lance Utley	NRAO	05/19/21

Change Record

VERSION	DATE	REASON
1.0	5/12/21	Draft
1.1	5/19/21	Minor revisions
1.2	9/21/21	Additions by KD
1.3	10/1/21	Sections restructured

TABLE OF CONTENTS

1	Introduction	3
2	Patrons.....	3
2.1	Staff.....	3
2.2	NRAO Students	3
3	Diversity Collection Terms	3
4	Item Holds	4
4.1	Placing a Hold	4
4.2	Administration.....	4
4.3	Fulfillment	4
4.4	Timeframe	4
5	Library Clearance.....	4
6	Remote and Teleworking Loans.....	5
6.1	Introduction.....	5
6.2	Placing a Request.....	5
6.3	Fulfillment	5
6.4	Returning Remote and Teleworking Book Loans	5

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 or return any item in a timely manner, loses or damages any item, or otherwise does not comply with the terms of this 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 for circulating collection items.
- 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.
- 2.2.5 Students may not borrow Diversity Collection Items.

3 DIVERSITY COLLECTION TERMS

Diversity Collection items have different borrowing terms to support the potential high demand for these popular titles.

- Staff may borrow up to **2 items at one time**, not to exceed the 20 overall items allowed.

- The initial loan period is **2 months (60 days)**.
- One **14-day renewal** is permitted by request only, excluding items another patron has on hold.

4 ITEM HOLDS

Patron holds can be placed on any circulating item in the collection, including items already on loan. An item hold queues the requesting patron for the next available loan of an item already checked out by another patron.

4.1 Placing a Hold

A patron can place a hold on an 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 or request for a book be placed.

4.2 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, if there is one, and sets a calendar reminder for library staff. If the item is not already on loan, proceed immediately to Section 3.3 Fulfillment.

An email 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.

4.3 Fulfillment

Library staff will check the book out and send it to the new patron as soon as it is available. 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.

4.4 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.

5 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 to see the items are returned.

6 REMOTE AND TELEWORKING LOANS

6.1 Introduction

The library will provide physical collection materials to NRAO staff currently working off-site as remote or teleworkers. The aim is to be fair and consistent in loaning items to staff who are not regularly working on site. Telework staff will be encouraged to pick up and drop off library materials during their next site visit. Loans by FedEx/UPS to telework staff will only be made if the time before a staff member's next site visit will inhibit the progress of their work.

6.2 Placing a Request

A patron can place a hold on an 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 or request for a book be placed. See Section 4 for details.

6.3 Fulfillment

The librarian will notify the patron by email when the book has been processed and shipped, giving the due date for the item to be returned. The librarian will notify the patron that it may take 2 weeks or longer to receive the book. The item is sent with an additional envelope and pre-printed mailing label for the patron to return their loan.

6.4 Returning Remote and Teleworking Book Loans

Books borrowed and shipped on remote and teleworking loan must be returned to the Library by FedEx or UPS using the included pre-printed label. Telework staff will be encouraged to drop off library materials during their next site visit. Items must be returned by the due date that the NRAO librarian has specified. Failure to return loan materials on time could adversely affect other Observatory staff needing loan services.