

Access and Circulation Policies of CTW Consortium Libraries: General Statements - June 2013

Introduction

In matters of circulation and access, members of the CTW Consortium operate under the basic premise of treating each others' students, faculty, and staff borrowers as they would treat their own.

- "Special" borrowers may not participate in the CTW circulation program.
- Circulation staff members (or supervisory circulation staff) at each institution may request a modification of circulation policies for eligible borrowers based on individual or special circumstances.

Access to Resources

- Eligible patrons may borrow upon presentation of a valid identification card from their home institution.
- Blocked IDs are to be reinstated by the home library.
- For those who cannot travel to member libraries, the Consortium offers an electronic request feature in its online public catalog, which allows eligible patrons to request materials, and receives them at their home libraries via a weekday delivery service.
- Access to electronic resources are limited to those licensed by the home library.

Privacy of Patron Information and Circulation Records

- No CTW institution will disclose the personal information or circulation records of a user registered at one of the other institutions.
- Each library determines the disclosure policy for its own circulation records.
- Personal information is considered to be any confidential or circulation history information that staff have added to a patron's record.

System-Wide Fees/Fines

- No general overdue fines are charged, regardless of format, once materials are returned to the home library in good condition.
- Fees and fines will be assessed according to the patron's home library's fee schedule.
- All patrons are subject to replacement and processing fees.

End-of-Year Reconciliation

- There is no institutional exchange of monies for lost materials or other fees.
- During the first week of May, each library will report any unsettled obligations to the patron's library. The patron's home library will be responsible for reconciling these outstanding obligations.

Circulation Calendar

- A circulation due date calendar is established by each library according to its institutional academic calendar.

Reserve Program

- Items not owned by a participating library but in the collection of another Consortium library maybe requested for reserve use.

- If the class or assignment size dictates, copies from all CTW institutions may be put on reserve for one class. However, a local copy or copies should be ordered at the same time that the request is made of the other library.
- Reserve needs at the owning library take precedent over reserve needs by a borrowing library.
- Reserve needs at any institution take precedent over the need by an individual, whether student, faculty, or staff.

Recalls

- Staff or Supervisors will attempt to mediate any disputes over recalled materials.

Renewals

- Limits on the number of times an item may be renewed, are set by the owning library.

Books In Circulation at One Time

- Limits on the number of items in circulation to a patron at any one time, are set by the owning library.

Blocks

- All patrons are blocked from further circulation activity in the case of an overdue recall.
- All patrons are blocked when ten or more items are overdue.
- All patrons are blocked when accrued fees/fines meet the maximum amount set by the owning library.
- Blocked patrons have to be reinstated by their home institutions.

Notices

- Notices for renewals, overdue items, recalls, and fines will be issued by the owning library.

Item Identification

- All items involved in CTW circulation transactions must be bar-coded.
- All materials sent through the CTW delivery service will be identified with a color-coded wrapper or label on the cover to alert circulation staff. Media items are shipped in bubble-wrap jiffy bags or secure packages.

[CTW Circulation Policies by Item Type - updated May 2017](#) (for materials NOT on Reserve)

- Note: Circulation policies for serials and materials **placed on reserve** are set by each institution.
- **“In-House Use Only”**: Occasions may arise when a library will loan a normally non-circulating item (i.e. a reference title or one in delicate condition) to another library, but does not wish the item to leave the requesting library’s building. To do this, the owning library will label the item accordingly and the requesting library will be responsible for assuring patron accountability for the item.

Revised June 2013 - James Gelarden (CC), Jeffrey Liska (TC), EunJoo Lee (WU), Lorri Huddy (CTW)