PLNU Faculty Members
Circulation Policy

PLNU/Ryan Library Materials

Borrowing Privileges: Ryan Library understands that faculty members help guide our learning community through both development of their course curriculum and their personal scholarship. These needs often require that our faculty consult library materials longer than other users. Accordingly, the loan period for full-time faculty members is 6 months. Since adjunct faculty members often teach only for a single semester, the library loan period for adjunct professors is 3 months. All other library users are allowed a 3-week loan period with one renewal, for a maximum of 6 weeks. Since the loan period for our faculty so far exceeds that allowed other borrowers, faculty members may not renew materials. These loan periods apply to materials owned by Ryan Library.

Due Dates: Library materials must be returned by the date on which they are due. In most cases, Ryan Library owns only a single copy of each item; abuse of the loan period by one borrower denies others use of that material. Faculty members are asked to show consideration for their colleagues and students by returning library materials on time.

Replacement Charges: When library materials become overdue, a series of reminder notices is sent to the faculty member. If the materials are not returned, a billing notice is sent regarding a replacement charge for each unreturned item. Upon return of the materials, the replacement fee will be removed from the borrower’s library record. Any library user who has unpaid library fees will be unable to check out additional library materials until payment has been made. Sixty days past the original due date, any unpaid replacement charges will be billed to the faculty member’s department.

My Library Account
Members of the PLNU community (faculty, staff and students) can check their library accounts at any time by using the My Library Account link. Use this same link to renew Link+ books.

Interlibrary Loan Materials

Ryan Library's InterLibrary Loan Department provides two ways to request books or articles that are unavailable in our own library. We ask that all borrowers, including faculty, show the utmost respect for the loan rules of any institution generous enough to share its materials. Materials owned by libraries other than Ryan Library are subject to the fines, due dates and loan periods established by the loaning institution or consortium. In most cases, these institutions make no distinction between student and faculty borrowers, so please be aware of the dates these items are due. Late charges or replacement fees for unreturned materials may accrue rapidly and are the responsibility of the borrower. ILLiad or LINK+ fines that remain unpaid sixty days after the final due date will be charged to the faculty member’s department.

Rev. 8/2012
**Link+**

- **Link+** provides the PLNU community (faculty, staff and students) with access to books in approximately 50 other libraries in California and Nevada.
- Books are delivered via courier every day between member libraries.
- Book requests are generally filled in 2-5 days.
- Checkout period is three weeks, with an optional 3-week renewal.
- By joining the Link+ network, PLNU/Ryan Library has agreed to abide by Link+ rules, so please keep in mind that Link+ fines are non-negotiable.
- Payment for fines accrued on Link+ materials should be remitted by cash or check to the Library Circulation Supervisor.

**ILLiad**

- Books and articles may also be requested via **ILLiad**, an online version of InterLibrary Loan.
- Books requested via ILLiad generally take 7-10 business days to process.
- Articles requested via ILLiad generally take 1-2 days to process.
- Checkout periods for books vary and depend on the lending institution's policy.
- Renewals for books requested via ILLiad may be available. Requests for renewals should be directed to our InterLibrary Loan Supervisor.

For more information, see Ryan Library’s InterLibrary Loan page or call 619.849.2262.

**Materials Borrowed Directly from other Campuses**

PLNU full-time and adjunct faculty have borrowing privileges at other area university libraries.

**San Diego State University (SDSU)**

- PLNU faculty have visiting patron privileges at SDSU’s library with a valid PLNU ID card.
- Books are checked out for three weeks, with an optional 3-week renewal (through PLNU’s My Library Account link) if there are no holds on the book.

**University of California, San Diego (UCSD)**

- There is no charge for PLNU full-time or adjunct faculty to borrow books from UCSD’s library.
- You must bring proof of faculty status--PLNU ID card or pay stub.
- Books are checked out for 4 weeks, NO renewals available.
- No recall (hold) or interlibrary loan privileges.
- There is a limit of 25 books at a time.

Rev. 8/2012
• May be used at all USCD branch libraries, though policies may vary.
• If asked, tell the Circulation worker that PLNU is part of Western Association of Schools and Colleges (WASC). It is listed in UCSD’s files under “special groups.”

University of San Diego (USD)

• There is no charge for PLNU full-time or adjunct faculty to borrow books from USD’s library.
• You must bring proof of faculty status--PLNU ID card is sufficient.
• Books are checked out for 28 days with renewal available.
• There is a limit of 5 books at a time.