

**LIBRARY LOAN & ACCESS PRIVILEGES POLICY**

APPROVED BY POLICY COMMITTEE 1/14/2022

Effective Date 1/14/2022

(Impact Area – Dept Name)	(General Subject Area)	(Specific Subject Area)
SUNY Morrisville *Morrisville Campus *Norwich Campus	<b>Author:</b> Library	<b>Supersedes Policy #</b>
<b>Relates to Procedure #</b>	<b>Impact:</b>	
<b>Legal Citation (if any):</b>		
<b>SUNY MORRISVILLE</b>		

**Policy Summary**

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Registered students and actively employed faculty and staff possessing a SUNY Morrisville issued photo ID card, are eligible to borrow library materials and have full on-campus and off-campus access to the Library’s online information resources. Community users have access to Library circulation services, study spaces, reference services, and desktop computer stations. Community users may also access Library online resources from a Library desktop station using a guest pass. Community users do not have access to interlibrary loan services.

The SUNY Public Access to SUNY Libraries policy (1603) stipulates that campuses may extend library facilities to the public whenever it can be done in a manner that is both fiscally sound and consistent with the library’s primary educational mission.

Community members may include:

- \* Members of organizations designated by the President
- \* Morrisville Alumni
- \* Research Staff
- \* Visiting Scholars
- \* Faculty, staff, and students from any SUNY campus
- \* Residents of surrounding local communities

## **POLICY STATEMENT**

### Online Library Resources Access

Registered students and actively employed faculty and staff possessing a SUNY Morrisville issued photo ID card have full on- and off-campus access to the Library's online information resources. Off-campus access requires a login using SUNY Morrisville email login credentials.

Community users may access library online resources by logging in from a library desktop station using a guest pass. Guest login information can be obtained from the library circulation desk.

SUNY Morrisville Alumni may apply obtain off-site access to Alumni Edition databases at:

<https://www.morrisville.edu/library/services/alumni-databases>

### Library Physical Materials Loan & Access Privileges Policies

The most current Library circulation services and policy information is posted at:

<https://www.morrisville.edu/library/services/circulation-services>.

Faculty, staff, and students from SUNY Morrisville and any other SUNY campus must present a current SUNY ID card to borrow physical library items. Borrowing privileges are valid while students are enrolled at SUNY Morrisville and throughout a faculty/staff member's period of campus employment. Alumni faculty retain borrowing privileges.

Faculty, staff, and students from other SUNY campuses may also return items borrowed from any SUNY library to SUNY Morrisville's Library. These items are immediately removed from the patron's borrowing record and returned to their home library.

In-library use only materials include

- Rare Books, Archival and Special Collections
- Microfilm
- Course Reserves
- Periodicals
- Reference materials
- Laptop and cell phone power cords
- Loans restricted to SUNY Morrisville students, faculty, and staff
- External DVD players

Loan periods for students and community borrowers

- General Collection Books - 21 days
- DVDs and VHS tapes - 7 days

Loan periods for faculty and staff

- General Collection Books - 180 days
- DVDs and VHS tapes - 7 days
- Periodicals (journals, magazines, newspapers, etc.) - flexible loan periods determined at checkout

#### End of semester and between semester loans

Items checked out 3 weeks or less before the end of the semester are due on the last day of classes

Items checked out on the last day of classes are due on the last day of finals

Items checked out during finals will be due on the first day of classes of the subsequent semester

Items checked out between semesters are due on the first day of classes of the subsequent semester

#### Fines and Consequences of Unreturned Library Materials

While the Library does not charge fines for materials that are returned after their due date, students who have not returned Library materials by the end of the semester in which items were checked out will receive a bill to cover replacement and processing costs. Students who do not return or pay for unreturned materials will have a hold placed on their campus account and will not be able to obtain their official college transcript from the Registrar's Office.

If, after paying for unreturned materials, a student finds the book or DVD and returns it to the Library within one year of their payment, the amount paid in replacement and processing costs will be fully refunded.

SUNY Morrisville faculty and staff members may call into the Circulation Desk to renew books for up to a two-year loan period or may renew items in their online library account. At the beginning of the third year, the faculty or staff member must bring the borrowed item to the Library Circulation Desk for renewal or they will be charged replacement and processing costs for unreturned materials.

Community members who do not return materials will be blocked from checking out any Library materials until the items are returned or paid for.

#### **Contact Information**

SUNY Morrisville Library  
Butcher Library Bldg.  
Morrisville, NY 13408

Phone: (315) 684-6055