

Circulation Policy

July 2017

1. Guiding principles

1.1 The introduction of a new library management system with up-to-date functionality gave us the opportunity to review our Library Circulation Policy. We have adopted the following guiding principles based on user feedback and best practice in other universities:

- better student experience
- simpler circulation rules
- fair application of library fines and sanctions
- effective communications about your loans and the actions you need to take
- the same service for staff and students
- the system renews loans automatically whenever possible
- annual policy review responding to patterns of changing resource use.

2. What this policy applies to

2.1 The policy applies to the Templeman Library, the Tonbridge Centre Library and the European Study Centres.

3. Loan periods and renewals

3.1 The combination of defined loan periods and automatic renewal enables us to be highly responsive to demand through reservations while allowing for longer loans when there is less demand

3.2 We will automatically renew all loans except 1 day loans until:

- another user reserves the book
- a document delivery item on your account reaches its renewal limit or
- your account expires and your borrowing rights end.

3.3 If a book you need is already on loan, we strongly encourage you to reserve it.

3.4 There are three loan periods:

- 7 day loans: all loanable items except high demand or reference items
- 3 day loans: selected items for which there is clear evidence of demand or which we can't obtain in sufficient quantity to meet demand (for example, items that are out of print or not available as e-books)
- 1 day loans: equipment only (for example, laptops and headphones).

3.5 We assign newly purchased items a suitable loan period according to the Categorisation of Reading List Items and Purchasing Policies.

3.6 We offer extended loans if you are a part-time student or if your Inclusive Learning Plan (ILP) shows that you need extended loan periods:

- 7 day loans: issued for 14 days
- 3 day loans: issued for 5 days

- 1 day loans: the loan period remains the same for all users
- Reference: you need special permission to borrow reference items

3.7 No items are due on Saturdays or Sundays. Loan periods discount these two days (for example, a 3 day loan issued on a Thursday will be due the following Monday).

3.8 All loan periods are shelved in a single sequence.

3.9 We will send you regular statements to help you keep track of your loans.

3.10 There is no special vacation borrowing policy. We automatically renew your loans over the vacation period. As before, you need to return any items that someone else reserves during the vacation.

4. Fines/sanctions

4.1 We automatically renew all items unless another user reserves them. Unreserved items won't become overdue until your card expires and borrowing rights end.

4.2 Fines only apply to items reserved by another user, document delivery items that have reached their renewal limit or items on an expired account.

4.3 An overdue fine of £2 per day applies to items that another user has reserved, to encourage a timely return of these.

4.4 The maximum fine amount is £28 per item.

4.5 As soon as a reserved item becomes overdue, you can't borrow any further items, but you can continue to renew and reserve items.

4.6 If you have unpaid fines of £10 or more, you can't borrow further items until the fines are paid.

4.7 We may waive the first fine on your account if you appeal, so we can advise you how to avoid fines in future.

5. Charges for overdue and lost books

5.1 The process for billing overdue and lost books will start 14 days after the due date.

5.2 The replacement cost of lost or overdue books includes a £5 administrative fee.

5.3 The charge for replacing lost or overdue books is the actual cost of replacing the book, plus the administrative fee. There is no minimum or maximum charge.

5.4 If you return the lost or overdue book, we will charge the accurate fine instead.

6. Reservations

6.1 You can't renew a book beyond its due date once someone has reserved it, but we won't shorten the loan period.

6.2 You can only reserve items that are on loan, in a closed access collection, or on another campus.

6.3 We only collect items from the shelf for you if:

- the item is in a closed access collection.
- you have an Independent Learning Plan (ILP) and it shows that you are eligible for this service.
- you request the item from another campus.

6.4 We will hold books for collection for 3 days.

7. What you can borrow

7.1 All current Kent students and staff can borrow up to 40 books at a time.

7.2 If you have borrower membership, what you can borrow depends on your membership type. Please see:

www.kent.ac.uk/library/visitors

This policy does not apply to the Drill Hall Library. [Drill Hall Library circulation policy](#)