CIRCULATION POLICY – 2019
UDC LAW LIBRARY

Circulation Policy
Law library materials designated for circulation may be checked out by students, faculty, and staff of the law school using their UDC ID cards. Borrowers are responsible for materials checked out in their names.

Most of the Law Library’s collection is in closed stacks and must be accessed by Law Library personnel. If unsure of an item’s location, a user should access the library catalog via https://udclaw.libguides.com/home and note the location, call number, and title. The user should take that information to the Circulation Desk. Library personnel will retrieve the material.

Confidentiality of Library Records
Under District of Columbia law, D.C. Code §39-108, circulation records maintained by a public library in the District of Columbia shall be kept confidential, except where they must be used by library officers, employees, and agents for proper operation of the library.

Ownership and Control of Library Resources
Per D.C. Mun. Regs., Subtit. 8-B, §2201, items purchased or acquired by the library, regardless of the source of funds, are considered property of the Board of Trustees of the University of the District of Columbia. Therefore, replacement fees will be assessed for materials not returned to the library within the applicable period specified in the circulation policy.

Types of Materials Available
- **Reading Room materials** are for library use only. These materials cannot be checked out by patrons and are not to be removed from the law library.
- **Reserve materials** include casebooks required for current semester courses and current editions of study aids. These materials circulate on premises for 2 hours and may be renewed one time. Within two hours of the library’s closing, UDC Law borrowers may check out Reserve materials overnight. These items are due one hour after the Circulation Desk opens the following business day.
- **Audio visual materials** including video and audio recordings. These circulate to UDC law student and staff for 24 hours and may be renewed once.
- **Main collection materials** include monographs and other library materials. These circulate to UDC law students and staff for 14 days or the end of the semester, whichever is shorter, and may be renewed once. UDC Law faculty may check out main collection materials until the end of the current semester.

Borrowing Privileges by User Category
- **Law faculty (full-time, part-time, adjunct, emeritus) and clinical instructors**
  - Main collection library materials circulate with a due date corresponding to the last day of the current semester
o Reserve collection materials circulate with a 2 hour loan period
o Audio visual materials circulate with a 24 hour loan period

- Law students
  o Main collection library materials circulate for 14 days or until the end of the semester (whichever is shorter)
  o Reserve materials circulate for a 2 hour loan period or overnight if checked out 2 hours prior to close of business
  o Audio visual materials circulate for 24 hours

- Law staff
  o Main collection library materials circulate for 14 days or until the end of the semester, whichever is shorter
  o Reserve materials circulate for a 2 hour loan period or overnight if checked out 2 hours prior to close of business
  o Audio visual materials circulate for 24 hours

- All others
  o Materials must be used only on premises. When using items from Main or Reserve collection, one of the following forms of identification must be retained at the Circulation Desk: a valid driver's license, a state-issued or university-issued identification card, or a bar association ID card.

Fines, fees, and blocks

<table>
<thead>
<tr>
<th>Material</th>
<th>Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves</td>
<td>$1 per hour overdue</td>
</tr>
<tr>
<td>Main collection</td>
<td>$1 per day overdue</td>
</tr>
<tr>
<td>Audio visual</td>
<td>$1 per hour overdue</td>
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</tbody>
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Fines begin to accumulate on the first day or the first hour after an item is overdue. Fines will be assessed prior to the end of each semester and must be paid online via Banner or in-person at the cashier’s office located on Floor 2 of building 39. Proof of payment must be presented to the Circulation Desk for the fine to be cleared from the online system.

Fines Timeline

- Circulation privileges are suspended once fines have accumulated to $25 or when a checked out item is more than 14 days overdue. The borrower’s library account and borrowing privileges will be suspended automatically.
- The item will be considered lost 60 days after the due date. At that time, the cost of the item, plus a $25 processing fee, will be added to the borrower’s library record and a block will be placed on the patron’s Banner record, precluding student transcripts from being issued.

No refunds will be issued. The Law Library does not accept replacement copies for lost materials.

Overdue Notices
Overdue notices are sent to patrons via their UDC email accounts. Borrowing privileges will be suspended for patrons who have items more than 14 days overdue or fines totaling $25 or more.

**Damaged Items**
Materials returned in a damaged condition will be treated as lost, and the borrower will be subject to the Fines Timeline detailed above. The law library does not accept replacement copies in lieu of payment.

**Claims Returned**
Upon request, library personnel will search the stacks for material that a patron believes has been returned. The material will remain on the patron's record pending the search. If found, the item and associated overdue charges will be removed from the patron's record. If not found the patron will be assessed a lost item charge.

**Borrowing Privileges at the UDC Main Campus Library**
Faculty, staff, and students of the law school may check out books from the UDC’s main campus library. A valid UDC ID card must be presented at the time of checkout. The law library has no authority to waive fines and fees assessed by the university library.

**Interlibrary Loan (ILL)**
Students, staff, and faculty of UDC Law may request materials not available in the law library or UDC’s main campus library through interlibrary loan, a system built on cooperative relationships established by participating libraries. ILL materials are the property of the lending institution and circulated according to policies mandated by the lending institution. Failure to adhere to the policies of lending libraries jeopardizes UDC Law’s ability to borrow from other institutions; therefore, patrons are expected to adhere to the lending institutions circulation policies, including due dates.