Westfield Athenaeum Member Borrowing Policy

Westfield STATE UNIVERSITY
Founded 1838

Purpose: Ely Library will grant borrowing privileges to Westfield Athenaeum library cardholders where practical, in recognition of the role of the University to support and engage with the community and the Athenaeum's continued support of Westfield State students. The purpose of providing borrowing privileges is to enhance the community's access to materials of an academic nature, and not to provide duplicate services already provided by the Athenaeum. Such privileges may not detract significantly from the library's service to its primary clientele of the students, faculty, and staff of Westfield State University. For these reasons, access to facilities, equipment, collections, and services is granted on a limited basis under rules and restrictions that are subject to change at any time.

Who May Borrow Materials: All Westfield Athenaeum members with a valid Athenaeum Library Card. While Westfield State University extends limited borrowing privileges to members of the Westfield Athenaeum, it is not a member of the CW/MARS consortium.

What May be Borrowed: Items from the main Circulating Collection.

What May Not be Borrowed From The Library: Periodicals, Reference materials, popular videos, popular fiction, and Educational Resource Center items may not be checked out. However, these items may be used in the building. Items on Reserve are not available for checkout.

Number of Items: borrowers are limited to seven items borrowed at any one time.

ID Cards and Applications: Valid Westfield Athenaeum library cards will be accepted. New borrowers will be asked to complete an application form including contact information.

Loan Period: Materials may generally be borrowed for four weeks. Items may only be renewed in person.

Interlibrary Loans: Interlibrary Loan service is not available. Please use the Athenaeum for Interlibrary Loan.

Recall Of Materials: All borrowed materials are subject to immediate recall. If an item you have borrowed is recalled, you are responsible for bringing it back to the Library immediately.

Holds: Athenaeum borrowers may not place holds on items.

Overdue And Lost Materials: Lost materials will be billed at replacement cost plus a $25.00 processing fee. Fines for overdue materials are $.25 per day per item up to a $10.00 maximum per item. Any item more than 60 days overdue will be considered lost. Additional materials may not be borrowed until outstanding fines and lost materials fees have been paid.

Changes to this policy: The Library's core mission is to serve the curricular and research needs of the students, faculty, and staff of the University. In order to ensure access to materials and services for this purpose, the Library Director, in consultation with the librarians, may change fine levels, limits on numbers of items borrowed, loan periods, and the availability of collections described in this policy at any time.