

# UTSA Libraries

## Circulation Policies for Borrowing Library Materials/ laptops, and using the Group Study Room

The length of time you may borrow material depends on your current status.

	<b>Books</b>	<b>Videos/DVDs</b>	<b>CDs/Audio Cassettes</b>	<b>Textbooks/Curriculum Materials</b>
<b>Undergraduate Students</b>	14 Days	5 Days	14 Days	14 Days
<b>Graduate Students</b>	28 Days	5 Days	14 Days	14 Days
<b>Doctoral Students</b>	End of Semester	28 Days	28 Days	28 Days
<b>Faculty</b>	End of Semester	28 Days	28 Days	28 Days
<b>Professional Staff</b>	End of Semester	28 Days	28 Days	28 Days
<b>Staff</b>	28 Days	5 Days	14 Days	14 Days
<b>Friends of The Library (FOL)</b>	14 Days	Room Use Only	Room Use Only	Room Use Only
<b>TexShare Students</b>	14 Days	Room Use Only	Room Use Only	Room Use Only

### Fines for the overdue and lost book/ media material

	<b>Overdue Fine Amount Per Day</b>	<b>Maximum Fine</b>
<b>Books</b>	\$ .50	\$15.00
<b>Videos/DVDs</b>	\$2.00	\$15.00
<b>CDs/Audio Cassettes</b>	\$2.00	\$15.00
<b>Textbooks/Curriculum Materials</b>	\$2.00	\$15.00
<b>Recall</b>	\$2.00	\$15.00

### Fines for overdue Reserves

<b>Material type</b>	<b>Overdue Fine per day</b>	<b>Maximum Fine</b>
Book	.50	\$15.00
DVD/Video	\$2.00 per day	15.00
2 hours Reserve material	.10 for each minute	\$15.00
4 hour Reserve material	.10 for each minute	\$15.00
Overnight Reserve material	.10 for each minute	15.00
2 day Reserve material	\$2.00 per day	\$15.00

### **Fines for then Laptop**

<b>Overdue</b>	<b>Replacement charge</b>	<b>Damage charge</b>
0.17 per minute \$10 per hour Masimum \$50	Laptop: \$1,400 Carrying case \$50 Adapter: \$50	Will be determined by the library and the cost of any repairs

### **Fines for Group Study Room**

<b>Replacement charge</b>
Lost key: \$20 Eraser: \$2 each Marker: \$2 each

updated on March 4, 2008