

Music & Dramatic Arts Library
Library Policies—Brief Version

Last updated: 9/4/07.

Loan Periods

	Faculty/Staff***	Graduate/Honors	Undergrad/Community/Affil.
Books, Microforms, Scores, Scripts Includes miniature scores, flat file, & kits.	180 days* 5 renewals Can be recalled	180 days* 5 renewals Can be recalled	30 days* 2 renewals Can be recalled
Closed Shelf Rare, unique, or expensive materials locked in archive. Ask at circulation desk.	Semester loan* No renewals Can be recalled	14 days 1 renewal Can be recalled	7 days Use in library preferred. 1 renewal Cannot be recalled
Research Scores Collected editions, historical sets (M2-M3)			7 days 1 renewal Cannot be recalled
Sound Recordings			7 days 6 items maximum 1 renewal Cannot be recalled
Periodicals & Reference Books	Not loaned**	Not loaned**	Not loaned**
Reserve Materials <ul style="list-style-type: none"> • 3 hour (no exit) • 3 hour (with exit & overnight checkout) • 1 day (with exit) • 3 day (with exit) 	3-hour items circulate 1 day for class prep . Due next day at closing. 1-day items circulate for 1 day . 3-day items circulate for 3 days . 1 renewal Cannot be recalled	3-hour items circulate 3 hours . (Most 3-hour items must be used in library. Selected items may be checked out the last two hours of operation and must be returned next day in the first hour of operation.) 1-day items circulate for 1 day . 3-day items circulate for 3 days . 4 items maximum 1 renewal Cannot be recalled	
Videos & CD-ROMs	14 days 1 renewal Cannot be recalled	14 days 1 renewal Cannot be recalled	7 days 6 items maximum 1 renewal Cannot be recalled

* Courtesy "reminder" e-notices are usually sent about a week before the due date for 30-day, 180-day, and semester loan items.

** Speak with circulation supervisor or music librarian if materials are needed for class or special research needs.

*** Faculty and staff includes lecturers, adjuncts, retired, emeriti, and Community School of the Arts faculty.

Overdue Fines

Faculty/Staff:	\$15.00 Late Return Fee [†] (all materials except reserves) Reserves: \$5/day (\$15 max)
Graduate/Honors:	\$15.00 Late Return Fee [†] (all materials except reserves) Reserves: \$1/hour (\$15 max); \$5/day for 1-day and 3-day reserves (\$15 max)
Undergrad/Comm./Affil.:	Books and scores: \$15.00 Late Return Fee [†] Reserves: \$1/hour for 3-hour items (\$15 max); \$5/day for 1-day and 3-day items (\$15 max) Sound recordings, CD-ROMs, closed shelf, research scores, videos: \$2/day (\$49 max)

[†] Assessed after item is 27 days overdue.

Recall Fines: \$5/day (\$50 max per item) – "Recall" means another patron has requested the item. You will be sent a notice with a new, shorter due date (seven days minimum).

Replacement Fee: Long overdue items are billed at \$95 per item. The \$95 replacement cost can be cancelled if the item is returned within one year of the billing date. See access services supervisor for more information.

Online Renewal

Where: HOMER (library's online catalog): <http://homerweb.lib.uconn.edu/>.
Click on the **MyHOMER** button to begin.

Instructions: <http://www.lib.uconn.edu/music/renew.html>

Materials That Cannot be Renewed Online

- Semester-loan items (e.g., music sound recordings, research scores (M1-M3))
 - Items with holds or recalls placed by another patron
 - Items already renewed their maximum number of times (see table of loan period on other side for information)
 - Items with special loan periods or restrictions (e.g., videos, reserves, reference, etc.)
- (So what can be renewed online? Books or scores without restricted loan periods or circulation problems.)

Patrons Cannot Renew Online If They Have. . .

An overdue recalled item, an item that has been declared lost/missing, or a problem with his/her record (e.g., bad barcode, obsolete address, unregistered, etc.). See a circulation supervisor to resolve problems.

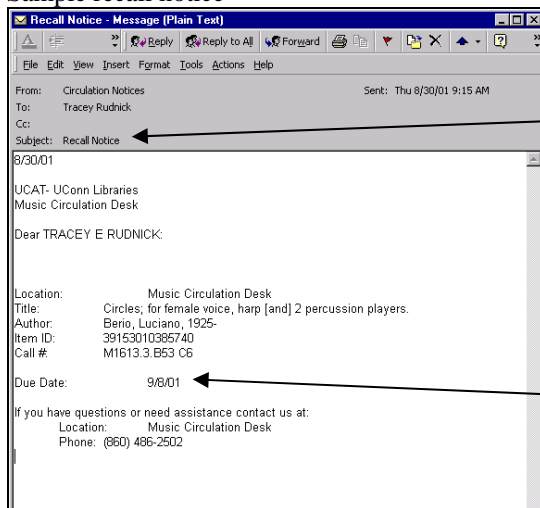
E-Mail Notices

You **MUST** check your university email account regularly or **FORWARD** your university mail to your favorite email account. To do this, go to <http://forward.uconn.edu/>. (Just because you get emails from the librarian does not mean you will get your library notices—a computer handles those.)

If you get this. It means
Recall notice	Another patron needs the item. The due date has changed. Return the item promptly to avoid a \$5/day overdue fine.
Courtesy notice	Materials will be due in about a week. (Only sent for 30-day, 180-day, and semester loans.)
Overdue notice	Item is overdue OR was returned but not checked in. You may be able to avoid the fine! Return the item immediately or contact a circulation supervisor.
"Item is Lost" notice (assessed after 27 days)	Item is long overdue and a \$15 Late Return fee has been assessed. Return the item promptly to avoid a \$95 replacement fee.

Please note: overdue notices are sent as a courtesy. Borrowers are responsible for noting due dates and returning or renewing materials on time.

Sample recall notice



Tells you what kind of notice this is

Gives new (shorter) due date for recalls

More Information About Library Policies

Music & Dramatic Arts Library complete policies: consult circulation supervisor or inquire at music circulation desk.

More Music/Drama circulation info (recalls, reserves, etc.): <http://www.lib.uconn.edu/music/circulation.html>.

UConn Libraries policies: <http://www.lib.uconn.edu/about/policies/> (includes general circulation policies).