BORROWING REGULATIONS FOR FACULTY AND STAFF

JOHN S. BAILEY LIBRARY

All faculty and staff of the American College of Greece are entitled to use the John S. Bailey Library. The following regulations govern the borrowing privileges extended to them:

I. GENERAL BORROWING REGULATIONS

- Faculty and staff must present a valid ACG ID card in order to check out library material.
- Borrowing privileges are not transferable and must be exercised personally.
- Patrons will be allowed to check out library material only if they do not have outstanding library obligations.
- Reference books and periodicals may only be checked out on short loan if needed for photocopying.
- Faculty and staff may also borrow audiovisual material, such as DVDs, CDs, CD-ROMs, videocassettes, etc.
- Patrons are held accountable to the library for material checked out until such material is returned.

II. LOANS AND RENEWALS

- Faculty and staff may check out up to 30 books and 30 accompanying audiovisual items.
  - Within an academic year there are two loan periods with a fixed due date in December and June.
  - Audiovisual material can be checked out for two weeks during semesters and for one week during the summer sessions.
  - Patrons may renew books and accompanying audiovisual material for five additional loan periods unless items have been requested by another patron.
  - Material may be renewed online or by phone—before or on the day they are due—or in person at the Circulation Desk.

III. OVERDUES

- All library items must be returned or renewed on or before the day they are due.
- Library records must be cleared at the end of each loan period; patrons with outstanding library obligations will be unable to check out additional material.
- Faculty and staff departing from the college must have cleared their library record before their service to the college is terminated.

IV. REQUESTS AND RECALLS

- All material checked out is subject to immediate recall if needed for course reserves.
- Books are subject to recall after a check out period of 14 days if needed by another patron.
- Audiovisual material is subject to recall after a check out period of seven days if needed by another patron.
- Patrons may request books that are checked out; the library will hold them for the requesting patron when they are returned. Books will be held for four days. There is a limit of five requests at a time.
V. LOST AND DAMAGED ITEMS

- Lost or damaged items must be paid for by the borrower as follows:
  
  ▪ Replacement of lost books:
    
    ▪ If the lost book is in print, then the replacement cost amounts to the list price of the book plus a €5.00 processing fee.
    ▪ If the lost book is out of print, then the replacement cost amounts to €40.00 plus a €5.00 processing fee for hardcover books, and to €25.00 plus a €5.00 processing fee for paperbacks.
  
  ▪ Damaged books:
    
    ▪ For damaged books the borrower has to pay the cost of repair. If the book is not repairable, then the borrower has to pay the price of lost books as above.
  
  ▪ Replacement of lost or damaged audiovisual material:
    
    ▪ For lost or damaged audiovisual material the replacement cost amounts to the list price of the item plus a €5.00 processing fee.