Circulation Policies at the University of the Cumberlands

The Circulation desk, located at the main entrance to the Library, is available for checking out books, picking up Interlibrary loan materials, and for obtaining reserve materials. Circulation policies for persons not associated with the University of the Cumberlands are noted in the section entitled Townspersons Cards.

Books circulate for two weeks during the fall and spring and summer semesters.

Identification Cards

Undergraduate and graduate students, UC faculty and staff must present a University of the Cumberlands ID card in order to check out library materials.

Townspersons Cards

People who are interested in using the library, but who are not students at the University of the Cumberlands may complete an application for a townsperson’s library card and identifying bar code. Children under ten should have the application filled out by a parent or guardian. Children under five are not issued library cards. All patrons should be residents of Whitley County.

Townspersons cards are valid from the date issued until the end of the current semester. Each semester, a townsperson must reapply in order to keep current their registration as a community patron.

Appalachian College Association Reciprocal Use Program

The University of the Cumberlands reciprocal borrowers are student patrons of participating ACA libraries. Students must provide proof of current student status such as a college or university ID and current schedule. These patrons are treated as community patrons and may borrow up to 5 regularly circulating items (up to 2 DVDs or VHS tapes) at a time. Reciprocal borrowers have the same privileges as UC student patrons. DVDs and VHS tapes loan for 3 days with no renewals and all other materials loan for 2 weeks. Overdue items result in suspension of the patron account. Lost materials are billed for a replacement fee (minimum of $25.00) plus a $5.00 handling fee. Responsibilities of return of items are solely that of the borrower. Problems with returns will be handled by the borrower’s home library.

Reserve Materials

Faculty can request that specific books, plays, and media items be held on reserve instead of being allowed to circulate. Faculty can also have personal books placed on reserve. Reference books are not normally placed on reserve. Reserves do not leave the library, but are checked out for a period of 2 hours. Print items are kept at the Circulation desk. Media items on reserve are kept at the Instructional Media Desk.
Late Fees

A late fee of $1.00 per item is assessed for materials not returned by the final publicized due date at the end of each semester or term. The date is usually the last day of regular classes for the semester. Final due dates are posted around campus at least one week prior to the date.

Lost Item Charge

Checked out items not returned by one week after a semester ends are considered lost. When library materials are lost, the patron is charged the cost to replace the item, a $5.00 processing fee, and any applicable late fees. The replacement cost for a book is determined by consulting the library’s book vendors such as Amazon, Ingram, or the publisher. The replacement costs for media materials and items are determined by consulting the publishers or manufacturer’s current catalog.

If a price cannot be located for the lost item, the patron will be charged $25.00 per book or media item and $10.00 per play plus applicable processing and late fees.