



## Abbot Vincent Taylor Library Circulation Policy

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### Policy and Procedures

The purpose of this policy is to inform potential and current library users of the circulation policies for the Abbot Vincent Taylor Library of Belmont Abbey College.

The library staff makes accounts for all new students. Barcodes are not necessary; we look up students by name or by ID number.

**Check outs:** To check out a book, bring your bar-coded student ID card to the Circulation desk (main floor) or the Periodicals desk (lower floor). Do **not** loan your ID card to another student, as you will be held responsible for any items checked out. Books may be checked out from the time the Library opens until fifteen minutes before it closes.

**Returns:** To return a book, give it to the staff member or work study at the Circulation or Periodicals Desk, or place it in the drop box outside of the Library. It is unwise to return books to the Circulation desk unless someone is there. Students are held responsible for books that are not checked in and left at the Circulation Desk.

**Renewals:** To renew a book, you may contact the library or renew the books online. To renew books online, go to our Alexandria Catalog, and select “log in” in the upper left hand corner. For questions about your username and password, please contact a library staff member.

**Fees:** The charge for a lost book is the price of the book (or \$50 if out of print) plus a \$7 processing charge. Books not returned will result in a \$50 replacement fee. Students with overdue books and/or fines exceeding \$50 will not be able to check out additional materials. Faculty and staff with fines exceeding \$500 will not be able to check out additional materials. Given the number of rare and out of print materials, the library will determine the replacement cost of lost items.

### Definitions

**Circulating:** A collection or item designated as “circulating” is one that can be checked out to a user, and taken out of the library.

**Non-Circulating:** A collection or item designated as “non-circulating” is one that can be checked to a user, but may not leave the library. It is for in-house use only. Most reserve materials are for in-house use only; in the case of Rare Books and Rare Periodicals (both non-circulating) a user must make an appointment with the Director of Rare Books.

### Users



Lending privileges are extended to:

- Belmont Abbey College faculty, students, and staff
- Resident monks of the monastery
- Members of the College Board of Trustees and Board of Visitors
- Members of the Friends of the Library
- Members of the consortium provided they have an Abbey ID and CAEC card

#### Loan Periods: Students and Friends of the Library

Item type/collection	Loan period	Renewal
Print Books (General Collection)	3 weeks (Seniors: 1 semester)	Yes; 1 (Seniors: no)
Circulating Special Collections	3 weeks	Yes; 1
Vertical File	In-house use only	n/a
A/V (DVDs, CDs, and VHSs)	3 days	No
Reserve & Reference, & Ready Reference Collection	In-house use only	n/a
Periodicals	In-house use only	n/a
Non-Circulating Special Collections	In-house use only	n/a

#### Loan Periods: Faculty, Staff, Monks, and Board Members

Item type/collection	Loan period	Renewal
General Collection	1 semester	Yes; 1
Circulating Special Collections	1 semester	Yes; 1
Vertical File	1 semester	No
A/V (DVDs, CDs, and VHSs)	1 semester	No
Reserve & Reference, & Ready Reference Collection	In-house use only	n/a
Periodicals	In-house use only	n/a
Non-circulating Special Collections	In-house use only	n/a

#### Seniors

To accommodate the demands of senior thesis research, seniors will be allowed to check out circulating materials for the whole semester. This service is not automatic; it is available upon request. When checking out materials, please inform the library staff or student worker that the items are for senior thesis research.

Reviewed by Library staff: 2016, 2017, 2022.



### Circulating Collections

**General Collection:** Our general collection is located in stacks on the main and lower levels of the library. Books designated as “oversize” are available in the circulating stacks on the lower level of the library.

**Special Collections (Napoleon, Benedictine):** These collections are located on the lower level of the library. The Napoleon Collection (NAC) is located at the end of the main stacks. The Benedictine Collection (BEN) is located in the Benedictine Room. To access the Benedictine Collections, please see a staff member and we will be happy to help you.

**A/V:** CDs are located on the media towers near the Reference Office. DVDs are located on the shelf directly behind the Circulation Desk.

**Juvenile:** The Juvenile collection is located in the compact shelving on the lower level of the library.

### Non-Circulating Collections

**Periodicals:** Periodicals are located on the lower level of the library. There are several periodicals stands with the latest issues of our current print subscriptions. Back issues are located in our Periodicals Room on the same floor. Please see a library staff member to access the room.

**Special Collections (Rare Books, Rare Periodicals, Autographed, North Carolina, and Chesterton-Belloc):** All of these collections are located in the Rare Books Room. Please see a library staff member to request access.

**Vertical File:** The Vertical File is located in file cabinets on the lower floor in the back stairwell.

**Reference Collections:** The Reference Collection is located in the back files of the periodicals department on the lower floor. Please see the periodicals librarian to retrieve items.

**Reserve Materials:** Faculty members frequently place books, photocopies, and audio-visual materials on reserve, to ensure maximum access to their students. The faculty member designates the length of checkout time for each item. Print materials are located at the Circulation desk. Students will need his/her student ID to check out reserve materials.

**Ready Reference:** The Reference Librarian places frequently used books on Ready Reference. These items are kept at the circulation Desk.



## Cooperative Lending Agreements

The Charlotte Area Educational Consortium (CAEC) is no longer active. If you previously participated in the CAEC program, please request materials via the Interlibrary Loan service at your institution.