Circulation Policy
Ivy Tech Community College – Valparaiso Library

Use your Ivy Tech Community College ID to check out up to 5 items at one time. ID cards can be obtained at the security desk. State issued IDs will be accepted as alternate forms of ID.

If you are unable to check out items due to fines owed material can be held at the circulation desk for up to 3 days.

Do not loan your ID card to anyone else. You are responsible for fines, damaged or lost materials checked out on your card.

**Books**
Books are checked out for 2 weeks at a time. A book may be renewed twice for a total of six weeks.

A book may be renewed unless another patron has placed a hold on it.

Renew materials by phone, in person, or online using IvyCat.

Books may not be checked out over semester breaks unless you are registered for classes for the following semester.

**Overdue Fees**
- Once books are overdue, 2 weeks of grace will occur with no fines.
- Week 3-4 overdue will result in a flat $3.00 fine per item.
- Week 5 + the item will be declared lost.
- If any item is lost or damaged the fine will be the cost of the item plus a $5.00 fee.

**DVDs**
Videos may be checked out by faculty for 1 day.

Students may view videos in the library.

Overdue fees will apply after 3 days. A flat fee of $3.00 will be applied.

**Periodicals**
Journals and magazines can be checked out for 1 week.

Newspapers do not circulate and must remain in the library.

Overdue fees will apply after 2 weeks. A flat fee of $3.00 will be applied.

**Reserves / Textbooks**
Textbooks, anatomical models, and other reserve items are checked out for 2 hours at a time and may not leave the library.

Faculty may check out reserve items for 1 day for courses they are teaching.
**Technology**
Headphones may be checked out by students, faculty, and staff for one day.

Projector remotes and the Smartboard may be checked out only by faculty and staff for one day.

Overdue fees will apply after 3 days. A flat fee of $3.00 will be applied.

**Lost or Damaged Items**
If any item is declared lost or returned damaged the fine will be the cost of the item plus a $5.00 fee.

If the lost item is returned, the fee is the flat $3.00 overdue fine per item.

Failure to pay fees for overdue, lost, or damaged items will result in suspension of borrowing privileges.
You will also be unable to drop or add a class, graduate, or get a copy of your transcript.

**All fines are paid at the Bursar’s Office.**

**Exceptions**
Any exceptions from this circulation policy are at the discretion of the Library Director.

**Fine Appeal Process**
Under Ivy Tech Community College Library Circulation Policy, borrowers may appeal fines and charges.
Please note that the following are **NOT** acceptable reasons for appealing a fine:

- Lack of knowledge of circulation policies
- Lack of understanding for circulation policies
- Disagreement with circulation policies
- Failing to note due dates
- Failing to renew on time
- Inability to pay fines and charges
- Non receipt of reminder notices, either electronically or by mail
- Unwillingness to take responsibility for materials loaned to a third party, for example: lending an item charged to you to a classmate, faculty member, family member, etc.

To appeal on other grounds, please follow the process outlined on this page. You may be asked to provide documentation; for example, a doctor’s certificate to accompany an appeal on medical grounds.

Appeals must be filed within one semester from the end of the semester in which the charges were assessed. Your appeal will be carefully reviewed and investigated by the Library Director. Decisions made by the director will be communicated via the Ivy Tech e-mail system. You will normally receive a response within 3 working days. Many appeals will be resolved more quickly, but an appeal often entails a comprehensive search of book stacks and online records.

Please email the following information to Valparaiso-Library@ivytech.edu:

- Name
- Status (Student, Faculty, Staff)
- College ID number (C Number)
- Ivy Tech email address
• Provide specific details about which charges you are appealing, including titles and barcode numbers. In your appeal, explain why you believe that these charges should be adjusted or canceled. If you are claiming extenuating circumstances, it is recommended that you also submit supporting documentation.

Optionally, appeals may be delivered in person or mailed to the following address:

Library Director – Fine Appeal
Ivy Tech Community College Libraries
3100 Ivy Tech Drive
Valparaiso, IN 46383