

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Library: Circulation		SOP #: LIB.001.03
Effective Date	7/30/2020	
Last Revision/Review	7/11/2022; 5/4/2023	

1. Purpose

Circulation promotes equal access to information and facilitates the availability of physical library materials and resources for use by authorized Burrell borrowers. Effective circulation requires the establishment and communication of borrowing privileges, limitations, and/or penalties that may apply.

2. Related Policy/Authority

Library Policy – B5040

3. Faculty/Staff Responsibilities

All library staff participate in day-to-day circulation activities. Circulation statistics are managed by the Electronic Resources & Services Librarian and the Library Technician. Periodic usage reports are run from the library's integrated library system and evaluated by the Library Director for operational purposes. Evaluations are periodically shared with and reviewed by the Library Director for higher level reporting, e.g., IPEDS. Circulation issues that arise are typically resolved by the Library Director, Electronic Resources & Services Librarian, and/or Library Technician.

4. Definitions/Abbreviations

Authorized borrower/affiliate: Burrell students, faculty, staff, and other affiliates with designated privileges who present a valid ID badge from Burrell, Memorial Medical Center (MMC), Mountain View Regional Medical Center (MVRMC), or others TBD, or those who can verify that they have current Burrell credentials (obtained from IT).

IPEDS: Integrated Postsecondary Education Data System

5. Procedural Steps

The Burrell Library circulates items from its physical collection to authorized borrowers based on library defined borrower categories, item types, and loan periods. Circulation processes are performed within the library's integrated library system. Circulation of materials permanently located at Regional Academic Centers (RACs) are managed by respective RAC Coordinators.

Borrowing Privileges

Full borrowing privileges are available to Burrell students, faculty, staff, and other authorized affiliates who present a valid ID badge from Burrell, Mountain View Regional Medical Center (MVRMC), Memorial Medical Center (MMC), or others TBD, or those who can verify that they have current Burrell credentials (obtained from IT).

Item Type	Item Limits	Loan Period	Renewals
Books, Media, Headphones	10	21 days	1
Reserve Materials* (books, headphones, and other items)	5	4 hours or 1 day depending on item	1
Anatomical Models	2	4 hours	1

**Library staff may make exceptions/restrictions to these limits, loan periods, and number of renewals*

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Services for Students and Faculty at a Distance

The Library also provides physical book collections through circulation to students and faculty affiliated with RACs outside of Las Cruces. All attempts are made to provide each site with access to required texts and other high use titles in electronic and/or physical format. The RAC Coordinator at each site facilitates circulation of physical materials. Upon request, books in the Main Library collection that are not available at the regional sites, may be mailed free-of-charge to the requester with a postage paid return mailer to a pre-determined address. Materials returned by mail must be handed to a USPS Clerk to ensure proper return to Burrell. Due dates for any of these items may vary based on rotation length and/or shipping time.

Consortial Borrowing

The Burrell Library is a member of the New Mexico Consortium of Academic Libraries (NMCAL) and the Passport Program that provides access to library collections and limited borrowing privileges statewide. Information on the Passport Program is available from Library staff.

Holds/Recalls

- Library staff may place a hold on a checked-out item for a borrower. Items with a hold are not eligible for renewal. Length of time a requested item is held is based on the item's demand.
- Library staff may recall an item from a borrower at any time.

Penalties for Overdue, Damaged, or Lost Items

The Burrell Library does not charge overdue fees for regular circulating and/or reserve materials; however, the following will occur if an item becomes long overdue, lost, or damaged:

Item Status	Timeframe	Action
Long Overdue (Books, Media, Headphones)	Two weeks after the item's due date	Email notification sent to borrower that includes penalties if not returned. Circulation privileges may be limited
Long Overdue Reserves (Books, anatomical models, other items)	Close of business on item's due date	Email notification sent to borrower that includes penalties if not returned. Circulation privileges may be limited
Lost	Lost status is assigned to an unreturned item two weeks after the long overdue email notification is sent	Borrower may be responsible for the replacement or replacement cost of the item determined by library or other Burrell staff. Each item replaced carries a minimum \$10 and maximum \$50 processing fee Circulation privileges may be limited
Damaged	n/a	If library staff cannot repair the damaged item, Borrower may be responsible for the replacement or replacement cost of the item determined by library or other Burrell staff.

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		Each item replaced carries a minimum \$10 and maximum \$50 processing fee Circulation privileges may be limited
Appealed	If loss or damage of item is appealed, a written request must be submitted to the Library Director no later than two weeks after the long overdue email notification is sent	Resolution of appeal may take up to 30 days

Billing and/or payments will occur through the Burrell Business Office

General Guidelines

- The Burrell Library adheres to the professional standards and laws outlined in the following:
 - Medical Library Association's *Code of Ethics for Health Sciences Librarianship*:
<https://www.mlanet.org/p/cm/ld/fid=160>
 - American Library Association's *Bill of Rights*:
<http://www.ala.org/advocacy/intfreedom/librarybill>
 - New Mexico Statutes. Chapter 18 - Libraries, Museums and Cultural Properties.
Article 9 - Library Privacy:
<https://nmonesource.com/nmos/nmsa-historical/en/item/18650/index.do#!b/a9>
 - Applicable Federal Laws: FERPA, USA Patriot Act, and Copyright Act (Title 17, U.S. Code):
<http://uscode.house.gov/>
- Circulation is non-transferrable from one person to another outside of the library's system and normal procedures
- The library staff may make exceptions to circulation procedures at their discretion
- Special circulation procedures that may arise relating to public health issues or other emergencies will be communicated via the library's homepage

6. Reports/Charts/Forms/Attachments/Cross References

- Code of Professional Conduct: <https://burrell.edu/about-bcom/code-of-professional-conduct/>
- Burrell Student Honor Code (by Student Class)

7. Maintenance

Maintained by the Library Director in collaboration and cooperation with the Electronic Resources & Services Librarian, Library Technician, Assistant Vice President of Student Affairs, Controller and Assistant Controller

Review of the Circulation SOP will occur biennially and updated as needed

8. Signature

Approved by
Library Director

5/4/2023
Date

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9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/30/20	5,6	<ul style="list-style-type: none">Updated processes to address COVID19 impact, including change in loan periods, processing fees, and quarantine of materialsUpdated fine/fee appeal process, form no longer required (replaced by submission of written appeal)	<ul style="list-style-type: none">New procedures relating to circulation of materials at Hub sites	7/30/20
7/11/22	3,4,5,6,7	<ul style="list-style-type: none">(3) Updated responsible personnel and their titles(4) Minor narrative change for readability(5) Changed HUBs to RACs; Changed Item Limits and Loan Periods per Student Survey request and restricted COVID lending; Updated collection access at RACs; Appeal requests to be submitted to Library Director; Updated COVID procedures making more general(6) Added Code of Conduct URL; Generalized Honor Code (by Class)(7) Updated titles of personnel who maintain SOP	<ul style="list-style-type: none">Replacement and updates to language and processes	7/11/2022
5/4/23	4,5	Added "or others TBD" to the list of affiliated residency sites		5/4/23
5/4/23	5	<ul style="list-style-type: none">Moved "Headphones" to Reserve Materials row and updated Loan Period to "4 hours or 1 day"		5/4/23

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		<ul style="list-style-type: none">• Replaced NM Library Privacy Act link with official link• Removed Library Laws of NM link because content is no longer relevant to SOP		
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