

Virginia Union University, Wilder Library <http://www.vuu.edu/library2/firstfloor.htm>

Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items
Undergraduate	Books	14 days	2	.10 a day per item	10
	Reserves	2 hours			2
	DVDs, Videos and other media	on-site or with permission			
Graduate	Books	14 days	2	.10 a day per item	10
	Reserves	2 hours			2
	DVDs, Videos and other media	on-site or with permission			
Library Faculty/Staff	Books	14 days	2	.10 a day per item	unlimited
	other media	for class use			
Faculty	Books	semester	0	.10 a day per item	20
	Videos, DVDs	As needed for instruction			
	Audio materials	As needed for instruction			
Part Time Faculty	Books	60 days	1	.10 a day per item	10
	Videos, DVDs	As needed for instruction			
	Audio materials	As needed for instruction			
Staff	Books	14 days	2	.10 a day per item	3
Alumni	Books	14 days	2	.10 a day per item	3
High School Students	N/A	N/A	N/A	N/A	N/A
Community	N/A	N/A	N/A	N/A	N/A
Fine Policy: .10 per day per item with a \$5.00 maximum per item.					
Lost Book Policy: "overdue book" becomes lost approx. 3 weeks before semester end. Cost of book(minimum of \$50.00) plus \$50.00 processing fee. Patron would be reimbursed if item found - time frame at discretion of the University. Same policy for all patrons.					
Damaged Books Policy: Same as lost books.					
Reserve Items: Students - 2 items for 2 hours, valid VUU id must be shown. Faculty - 20 item maximum per faculty member. Responsibility of faculty to obtain copyright clearance. Library not responsible for damage to personal materials of faculty.					
Reserve fines: \$1.00 per item per hour. .25 per lost photocopied sheet, plus any other charges necessary to secure item.					
"Frequent Delinquents": Tracked by system and blocked.					
Amnesty Day: No					

Randolph-Macon College http://www.rmc.edu/library/circulat.htm					
Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items
Undergraduate	Books	4 weeks	1	.25/day	15
	Videos & DVDs	3 days	1	\$1.00/day	3
	Audio Cassettes	4 weeks	1	.25/day	2
	Audio Recordings	4 weeks	1	.25/day	2
	Periodicals	n/a	n/a	n/a	
	Computer software	1 week	1	.25/day	2
	CD-ROMs	1 week	1	.25/day	2
	Reserves	2 hours/ 3 days/ 1 week	1	.25/hour	
	Dissertations	n/a	n/a	n/a	
	Graduate	n/a	n/a	n/a	n/a
Faculty	Books	1 semester	4	none	unlimited
	Videos & DVDs	3 days	1	none	5
	Audio Cassettes	4 weeks	1	none	unlimited
	Audio Recordings	4 weeks	1	none	unlimited
	Periodicals	3 days	none	none	3
	Computer software	1 week	1	none	
	CD-ROMs	1 week	1	none	unlimited
	Dissertations	n/a	n/a	n/a	n/a
Staff	Same as faculty				
Alumni	Same as Community Borrowers				
High School Students	Not Allowed				
Community Borrowers	Books	2 weeks	1	.25/day	5
	All other items are unavailable for checkout				
Borrower's Fee: Community Borrower's pay a \$25.00 fee					
Fine Policy: Maximum fine of \$10.00 per item					
Lost Books: Overdue book becomes lost book after 3 months. Standard replacement fees are: \$50/book, \$50/video, \$25/CD, \$75/Audiobook. Refunds may be issued - no time frame.					
Faculty are not charged fines, but can be charged replacement costs.					
Damaged Books: Replacement fee is charged.					
Reserve Policy: Most items are on a 2 hour in house reserve					

"Frequent Delinquents": System tracks fines and denies further check-outs at a certain point					
Amnesty Day: No					

J. Sargent Reynolds http://www.jsr.cc.va.us/lrc/					
Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items
Undergraduate	Books	3 weeks	1	.15 per day/item	5
	Reserves	2 hr., overnight	0	\$1 per day/\$10.00	
		1 week		maximum	
Graduate	N/A	N/A	N/A	N/A	N/A
Faculty, inclu. Adjunct	Books	3 weeks	1		10
Staff	Books	3 weeks	1	.15 per day/item	5
Alumni	Books	3 weeks	1	.15 per day/item	5
High School Students inclu. Dual enrollment	Books	3 weeks	1	.15 per day/item	5
Community	Books	3 weeks	1	.15 per day/item	5
Borrower Policy: High School Students (including those in dual enrollment) must submit a signed parental permission form					
\$3.00 fee for replacement of borrower's card.					
Fine Policy: .15 per day/ maximum of \$10.00 per item.					
Lost Books: Overdue book becomes lost after 10 weeks. Standard \$35.00 replacement fee plus overdue fine plus \$5.00 processing fee. Refund if book is found.					
Same policy for faculty.					
Damaged Books: \$35.00 minimum, plus \$10.00 fee.					
Reserve Policy: 2 hours in house only. ID required (must be in database). No electronic reserves. If item is overnight, then \$1.00 per day per item.					
"Frequent Delinquents": Informal. Add notes in circulation system to track.					
Amnesty Day: No					

Library of Virginia http://www.lva.lib.va.us/pubserv/circ/howtoget.htm					
Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items
Staff	Post 1925 books and all other categories of materials	90 days in house use only, for staff researchers.	Negotiable	none	15
Virginia Residents; must be 18, must register for card	Post 1925 books Videos Have very few audio cassettes and recordings. Bound periodicals - c.1 non-circ Computer software CD-ROMs Dissertations	28 days for circulating items. One day, in house use only, for non- circulating items.	1, if no hold on item	.25/day	15
Non-Residents; Must be 18	Post 1925 books Bound periodicals - copy 1 non-circ Have only a few audio cassettes and recordings. Computer software CD-ROMs Dissertations	1 day, in house use only	none	none	
Borrower's Policy: No fee required					
Fine Policy: Fines are incurred after a one day grace period, includes Sundays and excludes holidays. Maximum is \$25.00 per item and per transaction.					
Lost Books: "Overdue book" becomes "lost book" 6 weeks after the due date. Charge is replacement cost plus a standard \$20.00 processing fee per item. Refund can be issued with no time frame. Same policy for staff.					
Damaged Books: Charge cost of repair, or replacement cost plus \$20 processing fee if it cannot be repaired.					
Amnesty Day: Generally no					

Suggestion for working with community borrowers: Suspension of Internet privileges	
(must check out Internet station at circulation desk) for delinquent patrons.	

Richard Bland College Library http://www.rbc.edu/library/userinfo.htm					
Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items
Undergraduate	Books	3 weeks	1	.25/day/min. \$1	A total of five items, including no more than 2 videos and/or DVDs
	Videos & DVDs	3 days	0	\$1.00 day	
	Audio Recordings	3 weeks	1	.25/day/min. \$1	
	Periodicals	On-site	n/a	n/a	
	Reserves	In house, 3 day, overnight	0	\$1.00 per day	
Graduate	Dissertations	On-site	n/a	n/a	n/a
	N/A	N/A	N/A	N/A	N/A
Faculty	Books	1 semester	0	n/a	Unlimited
	Videos & DVDs popular	3 days	0	n/a	2
	Videos & DVDs educational	As needed	n/a	n/a	Unlimited
	Audio Recordings	1 semester	0	n/a	Unlimited
	Periodicals	On-site	n/a	n/a	n/a
	Dissertations	On-site	n/a	n/a	n/a
	Same as faculty				
Alumni	Books	3 weeks	1	.25/day/min. \$1	Total of 5
	Audio Recordings	3 weeks	1	.25/day/min. \$1	
	All other materials are on-site use				
High School Students	Books	3 weeks	1	.25/day/min. \$1	Total of 2
	Audio Recordings	3 weeks	1	.25/day/min. \$1	
	All other materials are on-site use				
Community	Books	3 weeks	1	.25/day/min. \$1	Total of 2
	Audio Recordings	3 weeks	1	.25/day/min. \$1	
	All other materials are on-site use				
Fine Policy: .25 per day per item, minimum \$1 (3 day grace period), maximum of \$10.00 per item.					
Cannot renew materials with outstanding fine					
Lost Books: Standard fee of \$50.00. Refund may be issued if lost book is returned within 30 days of payment. Same for faculty.					

Damaged Books: Cost of repair if it can be repaired, otherwise as lost book.	
Reserve Items: 3 day, overnight, in house according to faculty instructions. \$1.00 day overdue	
fine, maximum \$10.00	

Union Theological Seminary, William Smith Mortin Library						
Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items	
Undergraduate	Books	3 weeks	1	.10 per day	There is no set limit.	
	Videos & DVDs	3 weeks	1	.10 per day		
	Audio Cassettes	3 weeks	1	.10 per day		
	Audio Recordings	3 weeks	1	.10 per day		
	Periodicals-second copy only	3 weeks	1	.10 per day		
	Computer Software	3 weeks	1	.10 per day		
	CD-ROMs	3 weeks	1	.10 per day		
	Reserves	2 hr. before closing and returned by 9 a.m. next day			.50/ hour	
	Dissertations	3 weeks	1	.10 per day		
	Graduate	Same as undergraduate				
Faculty	Books	"never"	n/a	n/a	No limit	
	Videos & DVDs	"never"	n/a	n/a		
	Audio Cassettes	"never"	n/a	n/a		
	Audio Recordings	"never"	n/a	n/a		
	Periodicals-second copy only	"never"	n/a	n/a		
	Computer Software	"never"	n/a	n/a		
	CD-ROMs	"never"	n/a	n/a		
	Dissertations	"never"	n/a	n/a		
Staff	Books	3 weeks	1	n/a	No limit	
	Videos & DVDs	3 weeks	1	n/a		
	Audio Cassettes	3 weeks	1	n/a		
	Audio Recordings	3 weeks	1	n/a		
	Periodicals-second copy only	3 weeks	1	n/a		
	Computer Software	3 weeks	1	n/a		
	CD-ROMs	3 weeks	1	n/a		
	Dissertations	3 weeks	1	n/a		
Alumni	Books	3 weeks	1	.10 per day	No limit	
	Videos & DVDs	3 weeks	1	.10 per day		
	Audio Cassettes	3 weeks	1	.10 per day		

	Audio Recordings	3 weeks	1	.10 per day	
	Periodicals-second copy only	3 weeks	1	.10 per day	
	Computer Software	3 weeks	1	.10 per day	
	CD-ROMs	3 weeks	1	.10 per day	
	Dissertations	3 weeks	1	.10 per day	
High School Students	No one under 18 may check out books. Must have a parent with them and any books are checked out on the parent's card				
Community	Same as alumni				
Extension Patron	Same materials as above	5 weeks	1	.10 per day	
Fine Policy: .10 per day with a maximum fine of \$10.00 per transaction. At \$10.00 student loses privileges until account is cleared.					
Lost Books: An overdue book becomes a lost book at 9 weeks. Standard replacement cost of \$50.00 for books or video and \$15.00 for tapes. Do not issue a refund. Same for faculty.					
Damaged Books: Depends on amount of damage					
Reserve Policy: Reserves may be checked out 2 hours before closing and returned by 9 a.m. the next morning. The reserve desk handles this. Students may copy items and return them to the reserve desk. Fines - .50 per hour					
"Frequent Delinquents:" Track by remembering their name. Do not withdraw privileges.					
Amnesty Days: "We give grace, where grace is needed."					

University of Richmond http://www.richmond.edu/is/info/policies.html						
Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items	
Undergraduate	Books	21	1	.20 per day		
	Videos & DVDs	Overnight	1	1.00 day		
	Audio Cassettes	21	1	.20 per day		
	Audio Recordings	21	1	.20 per day		
	Periodicals	N/A	N/A	N/A	N/A	
	Computer Software	N/A	N/A	N/A	N/A	
	CD-ROMs	21	1	.20 per day		
	Reserves	1 hr., 2 hr., 3 days, 7 days	n/a	.50hr./1.00 day		
	Dissertations	21	1	.20 per day		
	Graduate	Books	28	1	.20 per day	
Videos & DVDs		Overnight	1	1.00 day		
Audio Cassettes		21	1	.20 per day		
Audio Recordings		21	1	.20 per day		
Periodicals		N/A	N/A	N/A		
Computer Software		N/A	N/A	N/A		
CD-ROMs		21	1	.20 per day		
Reserves		1hr., 2hr., 3 days, 7 days	N/A	.50 hr./1.00 day		
Dissertations		28	1	.20 per day		
Faculty		Books	120	2	.20 per day	
	Videos & DVDs	Variable	Variable	1.00 day/variable		
	Audio Cassettes	21	1	.20 per day		
	Audio Recordings	21	1	.20 per day		
	Periodicals	Variable	Variable	N/A		
	Computer Software	N/A	N/A	N/A		
	CD-ROMs	21	1	.20 per day		
	Dissertations	120	120 days	.20 per day		
	Staff	Books	21	1	.20 per day	
		Videos & DVDs	Overnight	1	1.00 day	
Audio Cassettes		21	1	.20 per day		
Audio Recordings		21	1	.20 per day		
Periodicals		N/A	N/A	N/A		
Computer Software		N/A	N/A	N/A		
CD-ROMs		N/A	1	.20 per day		

	Dissertations	1hr., 2hr., 3	1	.20 per day	
		7, 21 days			
Alumni	Books	21	1	.20 per day	5 items
	Videos & DVDs	N/A	N/A	N/A	
	Audio Cassettes	21	1	.20 per day	
	Audio Recordings	21	1	.20 per day	
	Periodicals	N/A	N/A	N/A	
	Computer Software	N/A	N/A	N/A	
	CD-ROMs	21	21 days	.20 per day	
	Dissertations	21	21 days	.20 per day	
High School Students	Books	21	N/A	.20 per day	2 items
	Dissertations	21	N/A	.20 per day	
	All other categories	N/A	N/A	N/A	N/A
Community	Books	21	1	.20 per day	5 items
	Videos & DVDs	N/A	N/A	N/A	
	Audio Cassettes	21	1	.20 per day	
	Audio Recordings	21	1	.20 per day	
	Periodicals	N/A	N/A	N/A	
	Computer Software	N/A	N/A	N/A	
	CD-ROMs	N/A	N/A	N/A	
	Dissertations	21	1	.20 per day	
Borrower Policy: General Public \$30.00 per year, \$5.00 card replacement cost.					
Fine Policy: Maximum fine is \$30.00 per item					
Lost Books: "overdue book" becomes lost after 120 days. Replacement cost plus \$10.00 processing fee. Refund may be issued - time frame is one year. Encourage faculty to pay for replacement.					
Damaged Books: Charge bindery fee or repair costs.					
Reserve Policy: Items placed on reserve for 1 hour, 2 hours, overnight, 3 days or 7 days.					
"Frequent Delinquents:" Depends on situation. Borrowing privileges not revoked.					
Amnesty Day: Occasionally					
Suggestion for Collecting from High School and Community Borrowers: Notify school media specialists, administration. Turn over to collection agency after appropriate contact and notification.					

Virginia Commonwealth University http://www.library.vcu.edu/circpriv/						
For Circulation Fines Policy: http://www.library.vcu.edu/services/fines.html						
Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items	
Undergraduate	Books	21 days	1 renewal on	For books, etc.	50	
	Video	4 hrs.JBC	books, videos,	.25/day/min.\$1/max.	5	
		21 days TML	dissertations.	\$10/min.\$70		
	DVD	3 days	Reserves and	replacement fee	5	
	Audio Cassette	21 days	other materials	For reserves, CDs,	50	
	Audio Recording	3 days	may be	LPs, etc.:	5	
	Periodicals	on-site	renewed at the	\$1day/min.\$1/max.	0	
	CD-ROM	21 days	discretion of	\$10/min.\$70	5	
	Computer Software	21 days	staff based on	replacement fee	5	
	Reserves	1 hr,1 or 3 day	number of	Videos for JBC	5	
	Dissertations		21 days	copies and	\$3day/max.	50
				high use	\$21 overdue fine	Total number of
				patterns.	See also online policy	loans is 50
Graduate	Books	42 days	1 renewal on	Same as	100	
	Video	3 days JBC	books, videos,	Undergraduate	5	
		21 days TML	cassettes, CD,			
	DVD	3 days	comp software		5	
	Audio Cassette	21 days	dissertations.		100	
	Audio Recording	3 days	Reserves and		5	
	Periodicals	on-site	other materials		0	
	CD-ROM	21 days	may be		5	
	Computer Software	21 days	renewed at the		5	
	Reserves	1 hr, 1 or 3day	discretion of		5	
	Dissertations		42 days	staff based on		100
				number of		Total number of
				copies and		media loaned is
			high use		100	
			patterns.			
Faculty	Books	1 semester	2	Same as	100	
	Video	3 days JBC		Undergraduate	20	
		21 days TML				
	DVD	7 days			20	
	Audio Cassette	21 days	2		100	
	Audio Recording	7 days	2		20	

	Periodicals	on-site			0
	Computer Software	21 days	2		5
	CD-ROMs	21 days	2		5
	Dissertations	1 semester	2		100
					Total number of media loaned is 100 items
Staff	Books	42 days	1	Same as	50
	Video	3 days JBC		Undergraduate	5
		21 days TML			
	DVD	3 days			
	Audio Cassette	21 days	1		20
	Audio Recording	3 days			5
	Periodical	on-site			0
	Computer Software	21 days	1		5
	CD-ROMs	21 days	1		5
	Dissertation	42 days			50
					Total number of media is 50 items
Alumni	Books	21 days	1	Same as	10
	Video	4hrs.on-site/	1	Undergraduate	5
		JBC, 21 days			
		TML			
	DVD	4hrs.on-site			5
	Audio Cassettes	21 days	1		10
	Audio Recordings	4 hrs.on site	1		0
	Periodicals	on-site			0
	Computer Software	4 hrs.on site	1		5
	CD-ROMs	4 hrs.on site	1		5
	Dissertations	21 days			10
					Total number of media loaned is 10 items
High School Students	Books	21 days	1	Same as	5
	Video	4 hrs on-site	1	Undergraduate	5
		JBC, 21 days			
		TML			

	DVD	4 hrs on-site			5
	Audio Cassette	21 days	1		5
	Audio Recording	4 hrs on-site	1		
	Periodicals	on-site			0
	Computer Software	4 hrs on-site	1		5
	CD-ROMs	4 hrs on-site	1		5
	Dissertations	21 days	1		5
					Total number of media loaned is 5 items
Community Borrowers	Books	21 days	1	Same as Undergraduate	10
	Video	4 hrs.on-site	1		5
		JBC/21days			
		TML			
	DVD	4 hrs.on-site			5
	Audio Cassettes	21 days	1		10
	Audio Recording	4 hrs.on-site	1		
	Periodical	on-site			0
	Computer Software	4 hrs.on-site	1		5
	CD-ROMs	4 hrs.on-site	1		5
	Dissertations	21 days	1		10
					Total number of media loaned is 10 items
VCU Board of Visitors	See http://www.library.vcu.edu/circpriv/boardofvisitorsborrowers.html				
VCU Health System	See http://www.library.vcu.edu/circpriv/mcvhborrowers.html				
Corporate Borrowers	See http://www.library.vcu.edu/circpriv/corporateborrowers.html				
Institution/Consortia	See http://www.library.vcu.edu/circpriv/consortiaborrowers.html				
OCLC Reciprocal	See http://www.library.vcu.edu/circpriv/rfbp.html				
Faculty Borrowers Program					
Borrower Policy: \$25.00 individual community borrower; \$12.50 alumni; \$300 corporate					
Fine Policy: Maximum overdue fine is \$10.00 per item. See also http://www.library.vcu.edu/services/fines.html .					
See also http://www.library.vcu.edu/circpriv/graceperiods.html for information on grace periods.					
Lost Books: Books are declared lost 42 days after the due date. Standard replacement fee is a					

minimum of \$70.00. May charge higher if cost is higher.			
Will issue a refund except for the \$10.00 overdue fine. No time frame. This is the same for all borrowers.			
Damaged Books: Minimum charge of \$10 for damage beyond normal wear and tear.			
User charged cost to repair book or minimum \$70 replacement fee if it cannot be repaired.			
Reserve Policy: Fines are \$1 per hour or portion of an hour. Minimum overdue fine is \$1 and the maximum overdue fine is \$10.00. The minimum replacement fee is \$70.			
"Frequent Delinquents:" University hold is placed on record 42 days after item is due. If not cleared, the account is referred to VCU Collections, where it is placed on a Debt Set-Off Program which will collect library fines from the patrons financial aid, income state returns, etc.			
The patron is finally sent to a collection agency 2 years later if the item has not been returned nor fines paid.			
Suggestions for Collecting from High School Students: Agreements with high schools - high schools are held responsible for lost and damaged materials. Before a high school patron receives borrowing privileges, a registration form (signed by student, guardian and high school representative) is submitted to the library. All lost and unpaid fines are sent to the attention of the high school representative rather than the student.			
Suggestions for Collecting from Community Borrowers: Sent to VCU Collections Debt Set-Off Program and to a collection agency two years later. They will collect money owed the library from state income taxes, lottery winnings, etc.			
Amnesty Day: No			

Virginia State University http://www.vsu.edu/library/circulat.htm					
Type of Borrower	Materials	Loan Period	Renewals	Fines	Number of Items
Undergraduate	Books	3 weeks	1	\$45 standard fee	No set limit
	Videos	3 days		Cost	Discretion of staff
	Audio Cassettes	14 days		Cost	
	Audio Recordings	14 days		Cost	
	Periodicals	non-circ.		N/A	
	Computer Software	3 weeks	1	Cost	
	CD-ROMs	3 weeks	1	Cost	
	Reserves	2 hours			
	Dissertations	3 weeks	1	\$45.00	
Graduate	Same as Undergraduate				
Faculty	Books	1 semester	1	\$45.00	
	Videos & DVDs	3 days	1	Cost	
	Audio Cassettes	14 days	1	Cost	
	Audio Recordings	14 days	1	Cost	
	Periodicals	non-circ.		N/A	
	Computer Software	3 weeks	1	Cost	
	CD-ROMs	3 weeks	1	Cost	
	Dissertations	1 semester	1	\$45.00	
Staff	Books	1 semester		\$45.00	
	Videos & DVDs	3 days		Cost	
	Audio Cassettes	14 days		Cost	
	Audio Recordings	14 days		Cost	
	Periodicals	N/A		N/A	
	Computer Software	3 weeks		Cost	
	CD-ROMs	3 weeks		Cost	
	Dissertations	1 semester		\$45.00	
Alumni	Books	3 weeks		\$45.00	6 items per transactions
	Videos & DVDs	non-circ.		Cost	
	Audio Cassettes	non-circ.		Cost	
	Audio Recordings	non-circ.		Cost	
	Periodicals	non-circ.		N/A	
	Computer Software	non-circ.		Cost	
	CD-ROMs	non-circ.		Cost	
	Dissertations	3 weeks		\$45.00	
High School Students	Books	3 weeks	1	\$45.00	Parents must

	Videos & DVDs	non-circ.			be registered.
	Audio Cassettes	non-circ.			Parents are
	Audio Recordings	non-circ.			responsible. Limit
	Periodicals	non-circ.			of 5 items per
	Computer Software	non-circ.			transaction.
	CD-ROMs	non-circ.			
	Dissertations	3 weeks	1	\$45.00	
Community	Books	3 weeks	1	\$45.00	6 items per
	Dissertations	3 weeks		\$45.00	transaction
Fine Policy: If item is four weeks overdue, \$45.00 standard fee is assessed. Second overdue notice is a bill.					
\$25.00 maximum reserve fine. Fees are per item.					
Lost Books: At 6 weeks an overdue book becomes a lost book. Charge a \$45.00 standard fee.					
If books are returned within a year, students' accounts are credited. Standard \$45 fee for faculty.					
Damaged Books: \$45.00 standard fee					
Reserve Policy: 2 hour library use. Fine is \$1.00 per hour, not to exceed \$25.00 per item.					
Amnesty Days: Not recently					
Suggestions for working with delinquent community borrowers: Create an online database					
of delinquent community borrowers that can be searched quickly. Everyone agrees					
to withhold privileges from delinquent borrowers until fines are paid at respective institution.					

