



# Circulation Policies

## Fines & Fees

Cunningham Memorial Library is a shared resource funded for the ISU community. The library's circulation policies are designed to motivate users to return materials on time so that they are available for other borrowers.

***Please note that this library charges fines and fees for items returned late and for lost items.***

Please don't loan your Sycamore ID or resident library card, or checked out library materials to others. Report lost or stolen Sycamore ID cards to campus Public Safety; Report lost or stolen resident library cards to the Library. You are responsible for your card and all items checked on that card. Make sure you know the due dates when you check out material.

### Renewing Materials

If you cannot return material on time and the material is renewable, renew the material to extend the due date. Please do this before the item becomes overdue to avoid incurring charges.

If no one else wants the item, most items can be renewed up to three times either online in your patron account at <http://fusionplus.indstate.edu/patroninfo>, by phone (237-2541), or by asking in person at the Circulation Desk. Please note these exceptions:

Browsing media items (DVDs, CDs, games) do not renew and have a shorter, one-week checkout period. Reserve items, reference items, and periodicals do not renew.

Items that have been billed for replacement do not renew. Items that have been "recalled" by another user do not renew and must be returned.

### Courtesy Notices

As a courtesy, the library emails soon-to-be due notices to you via email. Overdue, fine, and fee notices are also sent to you. ***Please note that these notices are a courtesy. Failure to receive a notice does not exempt you from owing, should you incur charges.***

## Fines & Fees

There are two types of charges:

Lost Item Replacement Fee: typically \$75 for books and \$40 for browsing media. However, replacement fees are higher for more expensive items.

Lost Item or Returned Late Item Processing Fine: a non-refundable fine of \$10 per item.

## Appeal of Charges

If you wish to appeal charges you must do so online. The appeal process takes approximately seven working days to complete. Appeals based on ignorance of library rules, being out of town, or failure to receive an overdue notice are not regarded as valid appeals. Replacement fees are forgiven *if* items are returned undamaged within a year's time. However, fines are nonrefundable.

Appeals must be submitted online at:

<http://library.indstate.edu/about/units/circ/forms/fineappeal.html>

## Payment of Charges

Fines and fees are payable at the Office of the Controller. For more information you may contact them by calling 237-3511, visit them in Parsons Hall or on their webpage: [www.indstate.edu/controller/](http://www.indstate.edu/controller/)

## Contact Info

If you are having trouble renewing material online, will be out of town and worry about returning items on time, or have lost your ID card, please call the library Circulation Desk as soon as possible. Many problems can be avoided if you contact us in a timely fashion.

**Library Circulation Desk:** (812) 237-2541

<http://library.indstate.edu/about/units/circ/index.html>

**Controller's Office:** (812) 237-3511

[www.indstate.edu/controller/](http://www.indstate.edu/controller/)

**Access Your Library Account:**

<http://fusionplus.indstate.edu/patroninfo>