Circulation Service is the department within the library that “checks out” all library materials. Circulation Services also maintains the organization of the collection through re-shelving and organizing the collection in conjunctions with the technical services department. Since this department is often the first area that a patron will go to ask a question or get help finding materials it is also regularly staffed by student workers and the department is open whenever the library is open.

**Borrowing Library Materials**

Patron of High Point University (staff, faculty, students) that have a valid University Passport ID may “check out” library materials.

**Loan periods**

- Books – 28 days
- New Fiction - 14 days
- New Books – 14 days
- Audio Books - 14 days
- Juvenile Books – 28 days
- Ed Text Books - 7 days
- Big Books 7 days
- DVDs - 3 days
- CDs – 7 days
- Music Scores – 28 days
- Laptops/Netbooks – 4 hours
- TI-89 and basic calculators – 4 hours
- Headphones- 4 hours in library use only

Borrowers are responsible for all materials checked out on their ID and patrons should report the loss or theft of an ID immediately. Patrons will be held responsible for any items charged to their record if the library is not notified. More detailed policies and guidelines can be found on the Circulation web page.

**Renewals**

Most books can be renewed once. DVDs are non-renewal with the exception of HPU faculty and staff (one renewal). Renewals can be done via the patron’s online account or by calling the Circulation Desk at Smith (336-841-9102) or Wanek Center Learning Commons (336-841-9002). Items that have been placed on hold by another patron cannot be renewed.

**Holds**

Library books and DVDs can be placed on hold either by searching for the item through the library’s catalog or using the library My Account function. You will need your user name and password to place a hold. You can also call the circulation desk (336-841-9102) and have a hold placed on an item.
**Overdue Books and Fines - Replacement Costs**

A patron's borrowing privileges are suspended once a patron has a bill of $15.00 or more. All materials check out to a library patron are subject to fines and can also incur a replacement cost if the item is not returned. Charges are sent to the business office twice a semester.

**Payments**

The library accepts HPU Passport Card (general funds) for any monies owed the library.

**Reserves**

Reserves are housed behind the Circulation Desk. Your HPU Passport ID is required to check these out. Digital reserves can be found by searching the reserves collection. The link is found on the library home page.

**Loan periods for reserves are:**

- **Closed** - These are for 2 hour in house use and are not to be taken from the library.
- **1, 3, 7 Day** - These may be taken out of the library for the specified days. Fines per day are $1.00.
- There is a limit of 2 items per check out. We will need to know the professor's name, class number and reserve title.

**Photocopiers /Network Printers**

The photocopiers and network printers are located near the Circulation Desk and the Powell Room. Color printing is located next to the circulation desk. Printing is free.

Smith Library is a participating library with **TALA** (Triad Academic Library Association). Students and Faculty from the following TALA libraries have borrowing privileges:

- Alamance Community College
- Bennett College
- Elon University
- Forsyth Technical Community College
- Greensboro College
- Guilford College
- Guilford Technical Community College
- NC A&T State University
- Salem Academy/College
- UNCG
- NC School of Arts
- Wake Forest University
- Winston-Salem State University