

## CIRCULATION POLICIES GRID

User Category	ASU Faculty	ASU Staff	ASU Grad Students	ASU Undergrad Students (includes Dual Credit)	Designated Scholar Groups	Friends of the Library	TexShare Card	Fee Payers	ASU Retirees & Spouses Family of Faculty/Staff ASU Affiliate Groups	ILL Loan Length
<b>Stacks including PBK</b>	120 days 5 renewals	42 days 1 renewal	42 days 1 renewal	21 days 3 renewals	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	42 days
<b>Circ CD-ROMs</b>	120 days 5 renewals	42 days 1 renewal	42 days 1 renewal	21 days 3 renewals	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	non-circ
<b>Juvenile Books/CDs</b>	120 days 5 renewals	7 days 2 renewals	7 days 2 renewals	7 days 2 renewals	7 days 1 renewal	7 days 1 renewal	7 days 1 renewal	7 days 1 renewal	7 days 1 renewal	non-circ
<b>Curriculum Books</b>	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
<b>US &amp; TX Docs</b>	21 days 5 renewals	21 days 2 renewals	21 days 2 renewals	21 days 2 renewals	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	42 days
<b>Docs Maps &amp; CDs</b>	7 days 2 renewals	3 days 1 renewal	3 days 1 renewal	3 days 1 renewal	3 days 0 renewals	3 days 0 renewals	3 days 0 renewals	3 days 0 renewals	3 days 0 renewals	non-circ
<b>PRA books</b>	120 days	42 days	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
<b>Permanent Res</b>	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	non-circ
<b>Closed Res</b>	7 days 0 renewals	2 hours In-house	2 hours In-house	2 hours In-house	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
<b>1 Day Res</b>	7 days 0 renewals	1 day 0 renewals	1 day 0 renewals	1 day 0 renewals	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
<b>3 Day Res</b>	7 days 0 renewals	3 days 0 renewals	3 days 0 renewals	3 days 0 renewals	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
<b>Media items</b>	7 days 2 renewals	3 days 1 renewal	3 days 1 renewal	3 days 1 renewal	3 days 1 renewal	3 days 0 renewals	3 hours In-house	3 days 0 renewals	3 days 0 renewals	non-circ
<b>Jrnls, Ref. Coll. &amp; Newspapers</b>	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
<b>WTC, Rmt Strg / Closed Stks</b>	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
<b>*SRs/PPR</b>	Yes	Yes	Yes	Yes	No	No	No	No	No	n/a
<b>Microforms</b>	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	42 days
<b>Max # Borrowed</b>	no max	no max	no max	no max	10	5	2	2	10	n/a
<b>Eligible for ILL?</b>	Yes	Yes	Yes	Yes	No	Yes	No	No	No	n/a

\*Study Rooms/Presentation Practice Room

## CIRCULATION FINES GRID\*

User Category	ASU Faculty	ASU Staff	ASU Grad Students	ASU Undergrad Students (includes Dual Credit)	Designated Scholar Groups	Friends of the Library	TexShare Card	Fee Payers	ASU Retirees & Spouses; Family of Faculty/Staff; ASU Affiliate Groups
<b>Overdue Juvenile books</b>	none	none	30¢/day/item	30¢/day/item	30¢/day/item	30¢/day/item	30¢/day/item	30¢/day/item	30¢/day/item
<b>Overdue Stacks</b>	none	none	25¢/day/item	25¢/day/item	25¢/day/item	25¢/day/item	25¢/day/item	25¢/day/item	25¢/day/item
<b>Overdue Recalls</b>	none	none	30¢/day/item	30¢/day/item	30¢/day/item	30¢/day/item	30¢/day/item	30¢/day/item	30¢/day/item
<b>Overdue Media</b>	none	none	\$1/day/item	\$1/day/item	\$1/day/item	\$1/day/item	10¢/min/item	\$1/day/item	\$1/day/item
<b>Overdue Interlibrary Loans</b>	\$1/day/item no max	\$1/day/item no max	\$1/day/item no max	\$1/day/item no max	n/a	\$1/day/item no max	n/a	n/a	n/a
<b>Overdue Closed Reserves</b>	none	none	10¢/min/item	10¢/min/item	n/a	n/a	n/a	n/a	n/a
<b>Overdue 1 Day Reserves</b>	none	none	\$2/day/item	\$2/day/item	n/a	n/a	n/a	n/a	n/a
<b>Overdue 3 Day Reserves</b>	none	none	50¢/day/item	50¢/day/item	n/a	n/a	n/a	n/a	n/a
<b>**SRs &amp; PPR</b>	none	none	10¢/min	10¢/min	10¢/min	n/a	n/a	n/a	n/a
<b>***PBK Loss Charge</b>	\$10/item	\$10/item	\$10/item	\$10/item	\$10/item	\$10/item	\$10/item	\$10/item	\$10/item
<b>Processing Fee</b>	\$20/item	\$20/item	\$20/item	\$20/item	\$20/item	\$20/item	\$20/item	\$20/item	\$20/item
<b>Reasons Privileges are Suspended</b>	5 o/dues 1 o/due>100 days 1 o/due recall \$10 fine	5 o/dues 1 o/due>100 days 1 o/due recall \$10 fine	5 o/dues 1 o/due>100 days 1 o/due recall	5 o/dues 1 o/due>100 days 1 o/due recall	1 o/due 1 o/due recall \$5 fine	2 o/dues 1 o/due recall \$5 fine	1 o/due 1 o/due recall \$5 fine	1 o/due 1 o/due recall \$10 fine	5 o/dues 1 o/due recall \$10 fine

\*All Fines (except ILL) max out at \$25/item

\*\*Study Rooms / Presentation Practice Room

\*\*\*Paperback Collection