



# FORT HAYS STATE UNIVERSITY

## FORSYTH LIBRARY

*Forward thinking. World ready.*

### Forsyth Library Circulation Policy

Items on open shelves are available for anyone to use in the library. A valid FHSU employee, student ID, or a Forsyth Library community borrower card must be presented to check out library materials. Students must be currently enrolled to check out materials.

Borrowers are responsible for understanding the policies related to any library material they check out. Fines and fees will be charged for materials returned past the time and/or date due. Disregard for library policies may result in permanent suspension of Forsyth Library borrowing privileges.

#### Regular Items (Most books and government documents)

<b>Faculty/Staff</b>	120-day checkout, 2 renewals, 40 item limit
<b>Graduate</b>	60-day checkout, 2 renewals, 40 item limit
<b>Undergraduate</b>	21-day checkout, 3 renewals, 20 item limit
<b>Other users</b>	21-day checkout, 1 renewal, 10 item limit

*Lost regular items are billed at 7 days past the due date. The default lost item charge is \$75 with a non-refundable billing fee of \$20.*

#### Limited Items (Currey, Paschal, and Moore other special collections)

<b>Faculty/Staff</b>	21-day checkout, 1 renewal, 10 item limit
<b>Graduate</b>	21-day checkout, 1 renewal, 10 item limit
<b>Undergraduate</b>	7-day checkout, 1 renewals, 5 item limit
<b>Other users</b>	7-day checkout, 1 renewals, 5 item limit

*Lost limited items are billed at 7 days past the due date. The default lost item charge is \$150 with a non-refundable billing fee of \$20.*

#### Course Reserves (in library use only)

<b>Faculty/Staff</b>	4 hour checkout, 0 renewals, 5 item limit
<b>Graduate</b>	4 hour checkout, 0 renewals, 5 item limit
<b>Undergraduate</b>	4 hour checkout, 0 renewals, 5 item limit
<b>Other users</b>	na

*There is a \$1 per hour late fee for items kept past the time due. Lost course reserve items are billed at 2 hours past the time due. The default lost item charge is \$75, with a non-refundable billing fee of \$20.*



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### Laptop for in-library-use

<b>Faculty/Staff</b>	--
<b>Graduate</b>	4 hour checkout, 0 renewals, 1 item limit
<b>Undergraduate</b>	4 hour checkout, 0 renewals, 1 item limit
<b>Other users</b>	--

*There is a \$5 per hour late fee for items kept past the time due. Lost in-house-use laptops are billed at 2 hours past the time due. The default lost item charge is \$1500 with a non-refundable billing fee of \$20.*

### Laptop for out-of-library-use

<b>Faculty/Staff</b>	3 day checkout, 2 renewals if not reserved for another patron, 1 item limit
<b>Graduate</b>	3 day checkout, 2 renewals if not reserved for another patron, 1 item limit
<b>Undergraduate</b>	3 day checkout, 2 renewals if not reserved for another patron, 1 item limit
<b>Other users</b>	--

*There is a \$20 per day late fee for items kept past the date due. Lost laptops used outside of the library are billed 1 day past the due date. The default lost item charge is \$1500 with a non-refundable billing fee of \$20.*

**8/12/2020 - During the COVID-19 pandemic, the checkout period for technology equipment and accessories circulation will be temporarily altered to accommodate slightly longer borrowing periods. Please check at the Learning Commons desk for updated information on availability and borrowing.**

### Technology Equipment (out-of-library use, cameras, video, projectors)

<b>Faculty/Staff</b>	3 day checkout, 2 renewals if not reserved for another patron, 1 item limit
<b>Graduate</b>	3 day checkout, 2 renewals if not reserved for another patron, 1 item limit
<b>Undergraduate</b>	3 day checkout, 2 renewals if not reserved for another patron, 1 item limit
<b>Other users</b>	na

*There is a \$5 per day late fee for items kept past the date due. Lost equipment items are billed at 1 day past the due date. The default lost item charge is \$300, with a non-fundable billing fee of \$20.*

### Technology Accessories (power bars, tripods, cables, adaptors)

<b>Faculty/Staff</b>	3 day checkout, 2 renewals if not reserved for another patron, 3 item limit
<b>Graduate</b>	3 day checkout, 2 renewals if not reserved for another patron, 3 item limit
<b>Undergraduate</b>	3 day checkout, 2 renewals if not reserved for another patron, 3 item limit



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<b>Other users</b>	na
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*There is a \$1 per day late fee for items kept past the date due. Lost equipment items are billed at 1 day past the due date. The default lost item charge is \$30 with a non-refundable billing fee of \$20.*