



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Access Services Policy
Policy Number:	AA 07-002

Policy Creator: Rick Robison and Provost

Effective Date: 11/20/2011

Revised Date: 10/21/2012

Approved: Thomas Cronner, President

Approval Signature:

Purpose: To define the rules and regulations related to borrowing and accessing materials from the California Maritime Academy Library and partner libraries.

Scope: This policy applies to all current faculty, staff, and students of the California Maritime Academy.

Accountability: The Dean of the Library and Library staff are responsible for administering and enforcing this policy.

Policy: The California Maritime Academy Library maintains access to materials necessary for the academic and professional success of the Academy's faculty, staff, and students. Physical and online materials can be borrowed or accessed through the Library by current California Maritime Academy students, faculty, and staff.

Materials not owned by the California Maritime Academy Library may be requested and borrowed through the Library's interlibrary loan services.

interlibrary loan services

In borrowing materials, all students, faculty, and staff accept the rules and regulations outlined in the procedures document governing the safekeeping and return of materials.

**Procedures -
Library Access Services**

The California Maritime Academy

CAL MARITIME GENERAL COLLECTION

All materials must be checked out from the Front Service Desk in the Cal Maritime Library. You may renew your items in person or online. Items may not be renewed if recalled or on hold by another library user. For all patrons, hold or recalled items must be returned within 2 weeks.

Fines, Replacement Fees, and Direct Replacement

The table below provides loan terms and replacement fees for materials owned by the California Maritime Library. These terms do not apply to Interlibrary Loan materials.

Patron type	Item type	Loan term*	Items allowed	Renewals**	Fines	Replacement fee
Student - Cal Maritime/CSU	Books	4 weeks	25 items	3 renewals	No fines	replacement cost (whichever is higher is greater)
	Media	7 days	3 items	No renewals	No fines	
	Print Reserves					
	Media Reserves	4 hours	1 item	No renewals*	\$25	
Faculty or Staff - Cal Maritime/CSU	Books	6 months	Unlimited	2 renewals	No fines	
	Media	7 days	10 items	1 renewal	No fines	

Library services will be suspended until due date and until materials are returned.

*Exceptions to renewal terms may be made at the discretion of Library staff.

If not returned, CMA owned items will be considered lost 60 days after their final due date.

Cal Maritime faculty, staff, and students do not accrue daily fines, but are responsible for

Direct replacement of lost or damaged items: With prior permission of the Librarian (707/654-

1090), an **identical** replacement copy may be purchased directly by the borrower. Identical

replacements must be provided to the Librarian before a replacement is ordered and before the last day

of the month.

(Note: For direct replacements, new hardback books are preferred. We do not accept used copies of media items. Exceptions made only for rare items.)

PROCESS once fees are sent to Accounting.

EQUIPMENT BORROWING

The Library has a limited amount of equipment, such as eBook Readers, eReaders, and headphones. Some equipment is for Library Use only. eBook Readers may be checked out for 14 days and renewed once. Replacement fee for eBook Readers is **\$300**.

INTERLIBRARY LOAN SERVICES

The Library provides two primary services for requesting materials not owned by Cal Maritime Library: I LINK+ and Interlibrary Loan (ILL). ILL is a service that allows students and faculty, staff and students.

LINK+

I LINK+ is a service that allows students and faculty, staff and students to borrow materials from other libraries. I LINK+ borrowing rules are set by the Cooperative and cannot be modified by Cal Maritime.

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As of April 11, 2012, the terms are:

Books: The initial loan period is for 21 days. Renewal is allowed once for an additional 21 days.

Media: The loan period is for 7 days. No renewals allowed.

Fines: Accrue at \$1/day per item for all material types

At Cal Maritime, Library services will be suspended after the due date for I LINK+ items. Items replacement fee.

INTERLIBRARY LOAN (OCLC)

requested using the Library's Interlibrary Loan (ILL) online form.

Due dates of materials are set by the lending library. Renewal of materials depends on permission from the lending library.

Renewal requests must be made directly to Cal Maritime Library's ILL Department at least 5

business days before the due date. Items that are not renewed will be considered missing and a replacement cost will be assessed. Replacement cost will be greater:

Fines: Accrue at \$1/day per item for all material types.

For additional information, call the Library's Front Service Desk at 707/654-1000