

UAM OPERATING PROCEDURE 430.1
RE: Library Materials Checked Out to
Faculty and Professional Staff

October 1, 1982

Revised: July 1, 2011

Faculty and professional staff are permitted to check out and retain an unlimited number of library items, subject to the following policies:

1. All library materials are to be returned to the Library or re-checked out, each year by the end of spring semester, regardless of the date checked out.
2. Individuals who fail to return library materials by this date may be billed the lost book fee for each item not returned.
3. Faculty is subject to library policies and charges regarding theft, mutilation, and defacement of library materials and property.
4. The Office of Finance and Administration will issue a bill for any arrears or damage.
5. An unpaid bill may result in a pay check being garnished in accordance with University Memorandum 440.9.

Classified staff members are allowed to check out a maximum of twenty items. All standard UAM Library circulation policies apply, including the assessment of fines for overdue materials, unreturned books, and damaged material. The Office of Finance and Administration will issue a bill for all charges according to procedures listed in numbers 2 and 4 above.