Process for Exception to Loan Period for Individual Serial Title in Gardner Stacks

After the Millennium implementation in summer 2009 the Library received several requests from faculty to extend the loan period of individual serial titles. This proposed process provides an avenue for selectors who feel an individual serial title (such as an annual) might be most useful for researchers if it was given a longer loan period.

Process:

- The lead selector determines whether they support the request for a change to the loan period. If not, the selector should contact the library user explaining the rationale of the current loan period.

- If the lead selector supports the request, that person emails dmselect@ with a proposal to extend the loan period of that title to one month, a description of the serial, rationale for the change, and a deadline allowing at least two weeks for comments.

- The lead selector summarizes input received from dmselect@. If the lead selector concludes that the change should not be made, they then contact the library user explaining the rationale of the current loan period.

- If the lead selector supports the request, that person emails the AUL and Director of Doe/Moffitt Libraries with the proposal and summary of input received.

- The AUL and Director of Doe/Moffitt Libraries makes a final decision based the report received. If the AUL declines the change, that person contacts the selector and library user explaining the rationale for their decision.

- If the AUL approves, that person contacts the Head of Doe/Moffitt Circulation Services with approval for this change.

- The Head of Doe/Moffitt Circulation Services confirms with the lead selector when the change has been made in Millennium.

- The lead selector confirms the change with the other Doe/Moffitt selectors and with the patron who initially requested the change. The patron may need to bring the item to the library to be checked out under the new loan period to refresh the number of allowed renewals as well.

Approved: March 15, 2010

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