

MTAS Library Collection Use Policy

Policy #: DRAFT
Approved and adopted:

Purpose of Policy:

The goal of the policy is to set guidelines for the fair and efficient use of MTAS library resources. We want to be able to provide materials to users in a timely and efficient manner.

Library Users:

The collection is built, maintained and utilized to support the primary mission of MTAS and in pursuit of this goal, we provide materials for use by MTAS staff, consultants, interns and Tennessee city officials. All other interested individuals, including UT students, staff, faculty and private citizens are welcome to use the library's materials in the library. We will also be glad to fax or email materials as appropriate. Users in the library can make copies of selected materials on the MTAS office copier for a nominal fee. However, we will not loan library materials to these individuals as they are not included in our primary user group.

Photocopies for fee:

Copies will be charged to people who are not UT students, not employed by MTAS or IPS or are not an official from a Tennessee city. We charge .3 cents per page. Any money collected for these copies should be given to the Senior Budget Clerk as soon as possible. The Senior Budget Clerk can write a receipt for the customer if needed.

Circulating Materials:

The following materials are available for loan to the established library user group: books, vertical file materials, videos, audio-cassettes, CDs and computer software.

Non-circulating Materials:

The following items are not available for loan and must be used in the library or have sections copied and faxed or mailed: municipal codes, legal resources, magazines, and reference materials.

Loan Periods:

Circulating materials are loaned for a period of 30 days for all user groups. At the end of the 30 day period, we ask that you either return the materials or request that we extend your loan period another 30 days. The request can be made via phone, email, fax or by walking into the library and letting us know. The library will extend your loan as many times as needed. Books must be checked out for library users by a library staff member.

Recall:

Library materials may be recalled while on renewed loan if another user needs those materials. If the material is needed during the first loan period, the library will check with

the user to determine if they are done with the materials and could return the items to the library.

Permanent Loan Materials:

These are materials which are part of the library's inventory but reside in a location other than the Knoxville library. The materials are available for use by other library users when located by the library staff or user.

Pleasure Listening Books-on-Tape:

These materials circulate on the "honor system." You borrow whatever you'd like and return them when done. We do not track these materials. When they're gone, they're gone!

Overdue Materials:

We do not charge fines for overdue library materials. We do try to retrieve materials that are checked out and are due to the library and have not been renewed for another loan period. A first notice will

Lost Materials:

Materials not returned after the two overdue notices are sent will be changed to a status of "lost." These materials will remain in this status for 6 months. At the end of the 6 months, materials lost while on loan to MTAS or other UT employees will be replaced at the Library's cost. If materials are lost by non- MTAS library users, those users will be charged the cost of replacing the item.