Circulation Policies

Policies apply to all borrowers of Health Sciences and Human Services Library (HS/HSL) materials.

Loan Period

Four weeks (28 days)

Renewals

Up to three (if item is not on hold). New date is 28 days from the date of renewal. Overdue books may be renewed.

To renew, go to “My Account” at: http://catalog.umd.edu or call 410-706-7995.

Reserve

Reserve items circulate in-house for two hours. Most can circulate overnight 30 minutes before Library services close and must be returned by 9:00 am the next day (UMB students only).

Fines/Fees

All borrowers are responsible for returning borrowed materials by their due dates/times without notice from the Library.

Overdue Books - $0.50 cents per day per item, to a maximum of $14.00

Overdue Media - $1.00 per day per item, to a maximum of $15.00

Overdue Reserve - $1.00 per hour or fraction thereof, per item, to a maximum of $48.00. If not returned within 48 hours of due date/time the item is considered lost and lost book fees apply.

Recalled Items - $2.00 per day to a maximum of $56.00 if the recalled item is not returned by the recall due date.

Lost Books - $14.00 maximum overdue fine, $50.00 processing fee, and $80.00 default replacement cost
**Suspension of Borrowing Privileges**

UMB patrons and affiliates having outstanding Library charges of $50.00 or more will be denied borrowing privileges at the HS/HSL until their debts fall below $50.00.

**Billing**

A book is considered lost after it is 28 days overdue. Charges include: $14.00 maximum overdue fine, $20.00 processing fee, and $157.00 default replacement cost. If the book is still available for purchase, the Library will accept a gently used or new copy as a replacement. The maximum overdue fine of $14.00 and $20.00 processing will still be charged; the default replacement charge will be waived.

All bills must be paid within 90 days or the account will be sent to Collections. Once an account is sent to Collections the Library cannot refund any lost book fees, even if the book is returned or replaced.

**Identification**

A valid, unexpired identification badge from a USMAI school, UMMC, or a HS/HSL membership card is needed to borrow materials from the HS/HSL.

**Personal Information**

Borrowers should report changes in name, email address, mailing address, and phone number to the Information Services Department. Overdue notices, etc. are sent via email. Failing to notify the the HS/HSL of a change in email does not release the borrower from the obligation to pay overdue fines.

**Copyright**

The HS/HSL adheres to copyright laws and guidelines.

**Misuse, Mutilation & Theft Policy**

The UMB campus policy concerning misuse, mutilation or theft of library materials and violation of loan policies is available upon request.

*All transactions end 15 minutes before the Library services close.*

**CONTACT**

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