

Troy University Libraries

Circulation Policies

Borrowing Privileges

All current Troy University students, faculty, and staff may check out library materials using their Troy University Id Card (Trojan Card). Alumni and retired University employees may also check out library materials after applying for a valid Trojan Card at a Library Circulation Desk. Wallace College students and holders of Houston-Love County Public Library cards may also have borrowing privileges from the Troy University-Dothan Library. Currently registered students with proper identification, from institutional members of MHEC, The Montgomery Higher Education Consortium (Alabama State University, Auburn University at Montgomery, Faulkner University, Huntingdon College and Troy University – Montgomery Campus), have limited check out privileges from affiliated institutions.

Checking Out Materials

To check out items, you must show your current Trojan Card. You are responsible for all Library materials checked out with your Trojan Card. Lost Trojan Cards must be reported immediately to the Box Office in the Trojan Center on the Troy Campus, to the Night Administrator's Office in Malone Hall on the Dothan Campus, or ID Card Services, 307 Whitley Hall on the Montgomery Campus.

Mailing Address

Patrons are responsible for providing a correct mailing address. Any change of address should be reported to a Library Circulation Desk to insure your Library record is kept up-to-date. Corrections can also be made by phone at 334-670-3255, by sending an e-mail to libhelp@troy.edu, or through "My Account" in the Library Catalog.

Loan Periods and Limits

Loan periods vary, depending on patron group and the type of material.

Circulating Books and Government documents:

Undergraduates, Alumni, & Retired Personnel	- 21 days, 20 items total.
Graduate students	- 56 days (2 months), 50 items total.
Faculty & Staff	- 180 days (6 months), 50 items total.

Audio Visual:

(Audio BK-CD's, Audio Cassettes, Audio CD's, Audio LP's, CD-ROM's, Diskettes, DVD's, Kits, Videos)

All users – 7 days.

Lease Books:

All users – 21 days. **(Lease Book fines apply to all users.)**

Online Resources

Online resources are available 24 hours a day.

To access Troy University electronic databases, you must be a student currently enrolled in classes at Troy University or an employee of Troy University. The databases are located at <http://library.troy.edu/uhtbin/databases.pl> .

After choosing a database, you will be prompted to log in. Log-in using your Troy University e-mail account name as your username. Do not include “@troy.edu”. Your password is the same as your Troy University e-mail password. Additional assistance is also available through Live Chat!, an online chat service, available 24/7 at <http://library.troy.edu/chat.html> and by e-mail at libhelp@troy.edu.

Global Campus students, including Regional, International, eCampus, and eArmyU patrons should access library resources at <http://uclibrary.troy.edu/>.

Textbooks

Troy University Libraries do not purchase copies of college textbooks for inclusion in their collections. **Currently used text books are not generally part of the Library collection unless placed on reserve by the instructor.** A limited collection of K-12 textbooks are available at the Troy University Library at Troy.

Course Reserve Materials

Instructors may place books and photocopies on reserve for a class by filling out a course reserve request form stating appropriate loan periods and restrictions to ensure access by all students. This form may be filled out in person at a circulation desk, or an electronic copy can be requested through libhelp@troy.edu. Items to be placed on reserve may be part of the library's existing collection or instructors may place personal items in the Library. Reserve materials are available at a circulation desk and may be checked out with a valid Trojan Card. Course reserve materials are filed by instructor's name and course number. Reserve materials circulate for a limited amount of time. Loan periods for all users are set by the instructors when the items are placed on reserve. Checkout times can include: 2 hours - in-library use only, overnight, or 2 day checkout by request of the instructor.

Only two (2) reserve items may be checked out at one time, and must be returned to the circulation desk of origin.

Electronic Reserves

Information about electronic reserves is available at <http://uclibrary.troy.edu/ereserves.html>.

Electronic Reserves can be accessed via (ERes) -Electronic Reserves at <http://troy.docutek.com>

Instructors may place items on electronic reserve for a class by filling out an Account Request Form, Materials Submission Form, and a Copyright Compliance Form at http://library.troy.edu/html/eres_info.html.

Electronic Reserves Course materials are filed by instructor's name and course number and are password protected. The class instructor will provide his or her students with the password for access to the information on electronic reserve for their class.

Renewals

To renew an item, you may bring the item back to a circulation desk or an item may be renewed **ONE TIME ONLY** by accessing your on-line patron account.

To access your patron account on line:

Go to the University Libraries home page <http://library.troy.edu/>.

Click on "Services"

Click on the Troy University Library Catalog

Click on "My Account"

Click on "Renew My Materials"

Enter your Troy University ID number, with no dashes, in the User ID box.

Enter your PIN – personal identification number – in the space provided.

(Your PIN is usually the last four numbers of your user ID.)

Click on "List Charged Items"

At this point you can “Select Items to Renew” individually or “Renew all” items. When you have made your selection, click on “Renew Selected Items” to renew, or click on “Clear Selections” to make changes.

Renewal limits are based on original check out periods.

There are no renewals by phone or e-mail.

Items can only be renewed ONE TIME online. Items in Closed Stacks Reserve or on Hold can not be renewed. All overdue books must be returned and fines paid before the item(s) may be renewed.

You can also change your PIN, renew materials, and update your address from this location.

Holds

A hold may be placed on an item that is checked out. When the item is returned, you will be notified only by Troy University e-mail and given three days to pick up the item. If you do not do so within three days the next person on the hold list will be notified and the item will be held for them. If no one else has requested a hold, the item will be re-shelved. A hold can be placed in person at a circulation desk or an item may be placed on hold directly from an items individual information page in the Library Catalog.

Recalls

Troy University students, faculty and staff may request a recall of a book after the book has been checked out for a minimum of fourteen (14) days. Recalls may be requested at any time for books to be placed on reserve for a class and must be returned immediately. Notification for recalls will be sent to the patron’s official Troy University e-mail account. After notification of the recall, the patron has seven (7) days to return the book that has been recalled. Fines on recalled books will be 50 cents per day per item after the recall due date.

Library Locations

TROY

The Troy University Library is located on the 2nd and 3rd floors of Lurleen Burns Wallace Hall, Troy University, Troy, Alabama. The Library entrance is located on the east side of the building, facing the Trojan Center. Reference, government documents, periodicals, newspapers, microfiche/microfilm materials, and audiovisual materials are located on the second floor. General circulation, bound periodicals, the library instruction room, classroom, two group study rooms, and administrative offices are located on the third floor. Correspondence should be addressed to Troy University Library, Wallace Hall, Troy University, Troy, Alabama 36082, or call the circulation desk at 334-670-3255.

DOTHAN

The Troy University – Dothan Library is located on the 1st and 2nd floors of the Library and Technology Building, Dothan, Alabama. The ISC and Curriculum Lab, which contain curriculum materials as well as audiovisual materials, are located on the first floor. The reference and general circulation areas are on the second floor of the building. Correspondence should be addressed to Troy University Library, Library and Technology Building, 502 University Drive, Troy University, Dothan, Alabama 36303, or call the circulation desk at 334-983-6556, ext. 1331.

MONTGOMERY

The Troy University Rosa Parks Library is located on the 2nd and 3rd floors of the Rosa Parks Library and Museum Building at 252 Montgomery Street, Montgomery, Alabama. Located on the second floor are general books and special book collections, a computer lab, an audiovisual viewing room, and three study rooms. Electronic databases, periodicals, newspapers, microfiche/microfilm material, and reference books are housed on the third floor of the library. MALCAT, the online catalog of the Montgomery Area Academic Libraries, enables patrons to search for books, journals and other library materials located at Alabama State University, Auburn University at Montgomery, Faulkner University and Huntingdon College. Correspondence should be addressed to Troy University Rosa Parks Library, 252 Montgomery Street, Montgomery, Alabama 36104, or call the circulation desk at 334-241-9576.

Circulating and Non-Circulating Items

All materials in the Library circulate, with the following exceptions:

Books in the Reference Collection

Books in Special Collections*

Bound Periodicals

Microfiche

Microfilm

Newspaper Back Files*

Newspapers

Unbound Periodicals

The above listed items are available for in- library use during regular Library hours and may not be checked out:

*These items are in closed areas and must be retrieved by Library staff.

Viewing Your Circulation Record

Your circulation record displays information about items currently checked out, including due dates, fines you owe, holds you have placed, and request or Library messages.

To access your patron account on-line

Go to the University Libraries home page <http://library.troy.edu/>.

Click on Services

Click on the Library Catalog link.

Click on My Account

Click on Review My Account

Enter your Troy University ID number, with no dashes, in the User ID box.

Enter your PIN – personal identification number – in the space provided.

(Your PIN is usually the last four numbers of your user ID.)

Checkout will be listed showing the title, author, due date and amount you owe.

If you have problems with this feature, please call the library help desk at 334-670-3255.

You can also change your PIN, renew materials, and update your address from this location.

Overdue Fines

Circulating Books and Government Documents :

25 cents per day per item, accruing to a maximum of \$20.00.

Audio Visual:

\$1.00 per day per item, accruing to a maximum of \$20.00.

Lease Books:

25 cents per day per item, accruing to a maximum of \$20.00.

(Lease book fines apply to all users.)

Course Reserve Materials:

2 hour loan - 50 cents per hour per item to a maximum of \$20.00.

Overnight & 2 days - \$5.00 per day per item to a maximum of \$20.00.

(Fines will be charged beginning one hour after the Library opens, on the date items are due)

Recalls:

50 cents per day per item after the recall due date.

(Recall fines apply to all users.)

Replacement Cost

Patrons are responsible for all items checked out under their Trojan Card and will be responsible for the replacement cost of any lost or damaged materials plus a \$15.00 processing fee. Replacement costs for lost or damaged items include:

Hardcover books	\$ 50.00
Paperback books	\$ 25.00
Juvenile hardcover	\$ 25.00
K-12 Textbooks	\$ 50.00
Videos, DVDs & CD-ROMs	\$125.00
Audio CDs, Cassettes & LP Records	\$ 25.00 (per item, & for each item in a set)
Kits, Tests & Oversized Books	\$150.00

Reserves – Actual replacement cost.

Other items - \$15.00 or the actual replacement cost of the item.

(A processing fee of \$15.00 will be added to all lost or damaged items.)

Fines and Fees may be paid at a Circulation Desk using cash, check, or Trojan Card. Credit cards, including the Trojan One Card, will not be accepted. Patrons may replace a lost item with an exact duplicate copy, but must still pay the \$15.00 processing fee.

Printing / Photocopying

Photocopies are 10 cents each.

Microfilm, microfiche and transparencies are 25 cents each.

TROY

A Trojan Card must be used to make photocopies, transparencies, and copies from all microfiche and microfilm machines and internet computers in the Troy Library. Money can be added to your account using the Card Value Center located just inside the main entrance at the Troy Library. It costs \$.08 per page to print off the internet at the main campus library. Each registered student will be given a credit for 150 free prints per semester. Once that credit is used you will have to put money on your ID card in order to print. Unused credits do not roll over into the next semester, and cannot be used anywhere else on campus.

DOTHAN

Copy cards may be purchased at the Circulation Desk in increments of \$5.00 and \$10.00. Printing from internet access computers is free at this time.

MONTGOMERY

Printing from internet access computers is free at this time. Transparencies are not available.