

FORREST R. POLK LIBRARY POLICIES

Polk Library supports the information needs of students through a wide range of electronic information, a core collection of traditional library materials, numerous library services and several specialized collections. Traditional collections include books, current journal subscriptions, and multimedia items. The library provides access to many forms of electronic information such as full text journal articles, electronic reserves, the library's catalog, catalogs of other UW System libraries and other digital resources. Universal Borrowing allows students to check out material from any UW System library directly online and have the material delivered to Polk Library in 3-5 business days.

The library provides off-campus access to the majority of online resources. Your university e-mail username is the login, and the 7 digit Campus ID is the password. There is also a general access computer lab located in Polk 118 for other computer needs such as word processing.

The library is normally open 103 hours a week. With a valid TitanCard, students can checkout books, videos, and other materials from the library. Bring your TitanCard to the library to get it activated so you can use online services such as Universal Borrowing, Interlibrary Loan and more!

For information about library hours, call 424-3320 or check <http://www.uwosh.edu/library/hours.html>. Direct questions about library collections or resources to the Reference Desk: 424-4333.

Borrowing Procedure:

Borrowers should bring materials to be checked out to the Circulation Desk. University of Wisconsin System students, faculty and staff must present a current, valid university ID to check out library materials. If you are not registered with UW-Oshkosh or the UW System, inquire at the Circulation Desk for privileges.

Renewing Library Materials:

Items may be [renewed online](#) or brought to the Circulation Desk to be renewed. Materials that have been requested by other patrons are not renewable.

Returning Library Materials:

Items may be returned at the Circulation Desk, or they can be put in the outside library material return boxes. Outside returns are located to the right of the Main entrance and in the courtyard facing Elmwood Avenue. All University of Wisconsin - System library items can be returned to any of the [26 University of Wisconsin-System libraries](#). Please be considerate when returning fragile or oversized items.

Overdue Items:

- A courtesy notice is sent prior to an item becoming overdue.
- Two overdue notices are sent after the item becomes overdue.

A failure to receive these reminders does not constitute a valid excuse for voiding overdue processing fees.

After overdue items are returned, a statement of charges is mailed to the patron. The charges must be paid at the Circulation Desk. Please stop in or email the Circulation Department at circulation@uwosh.edu if your overdue notice is in question.

When an item reaches 28 days overdue, the item is considered "Lost" and the patron is billed for the item.

Lost Items & Fees:

A replacement fee of \$50.00 is charged along with a \$10.00 processing fee for each item. The replacement charge is not refundable if the user subsequently locates the item. Likewise, Polk Library will not accept personal copies or replacement copies purchased by users as substitutes for paying the replacement charge unless approved in advance. If you wish to appeal your charges or fees, contact the Circulation Desk to learn more about the appeals process, or see the [Appeals Form](#).

Library "block"/loss of privileges:

When cumulative library charges exceed \$10.00, there is an automatic library block placed against your patron record. No further items may be checked out until charges are paid. For all patron categories, except faculty and academic staff, a library block will be assigned if a user has 10 or more overdue items at any time.

Dempsey "block"/ loss of privileges:

A Dempsey invoice is issued when a library bill becomes past due (at 60 days). At this time, a stop is also placed on your University record. This prevents you from registering, getting transcripts and graduating.

Damaged Materials:

Users are responsible for all materials checked out on their TitanCards and should point out noticeable damage BEFORE checking out any material. Library materials that are returned damaged are subject to charges based on the cost of repairing the damaged item or on the lost item charge if the item cannot be repaired.

Mutilation of library materials is punishable under Wisconsin State Statute 943.61. The University will prosecute in cases of purposeful theft or damage.

Video Bookings:

Faculty, students and staff may book videos/DVDs owned by Polk Library to pick up on a specific date for use in a presentation or classroom instruction.

The library encourages patrons to submit requests at least 2 weeks before the video/DVD is needed.

To book videos/DVDs, fill out the online [Video Booking Form](#) and submit.

Email Notices:

All UW-Oshkosh students, faculty and staff please note :

All library notices (Item Available, Recall, Courtesy, Overdue, Interlibrary Loan & Universal Borrowing) are sent to your official UW-Oshkosh email address during the academic year. Your University of Wisconsin-Oshkosh email account is an [official method of communication](#) for UW-Oshkosh students, faculty and staff. Patrons are responsible for the consequences of not reading Library-related communications sent to their official UW Oshkosh email account.

Please email circulation@uwosh.edu or call 424-7316 if you have questions regarding policies and/or procedures.