

Information Series

CIRCULATION AND OVERDUE POLICIES

Welcome to the University of San Diego Legal Research Center (LRC)! We look forward to helping you with your legal research needs. The Circulation Privileges Matrix on the reverse side explains the types of materials the LRC owns and their circulation status. Reference materials, multi-volume sets, serials (including statutes and reporters), tax materials, periodicals, looseleaves, and microforms do not circulate. All USD patrons must have a valid USD picture ID. All other patrons who have circulation privileges must have a current LRC visitor card on file or their Alumni card barcoded. Attorneys seeking an LRC visitor card must present a California Bar identification card and a business card with a San Diego address. Circulation privileges granted by the LRC are not transferrable.

Circulating materials are loaned for two-week periods to USD students and patrons with visitor or alumni cards. Patrons may renew items twice, either in person or by telephone, as long as no "holds" have been placed on the materials. If the material you want is checked out, you may place a "hold" on it at the Circulation Desk. You will be notified when the item is returned to the LRC.

A reminder notice that an item is overdue is sent one week after the due date. Two weeks after the due date a \$10.00 non-refundable service fee per item is assessed. Five weeks after the due date, we assess a charge of \$50.00 per item or the cost of replacement, whichever is higher, in addition to the \$10.00 per item service fee. The LRC staff will check the most current *Books in Print* for replacement price and availability.

Reserve materials may be checked out for use outside the Reserve Room for three hours. Items are renewable if a hold has not been placed. Reserve items cannot be renewed by telephone. Selected reserve materials are available for overnight check-out, to currently enrolled USD law students only, three hours before closing. Overnight items are due by 9:00 a.m. the following day. Patrons who keep Reserve items beyond these time limits will be charged \$5.00 per item per hour, beginning when the items are due.

**CONTACT A CIRCULATION ASSISTANT OR A LIBRARIAN FOR
FURTHER INFORMATION**