

Circulation Policy

A Missouri Baptist University ID card or library card is required to check out library materials, which includes the general collection and Reserves. Users are responsible for all materials checked out on their card.

Borrowers

All MBU faculty, staff, students, alumni and Friends of the Library may borrow materials from the Jung-Kellogg Library.

Only MBU faculty, staff, and students may borrow materials through MOBIUS.

Loan Rules

Regular Materials

Material Type	Loan Period	Renewals	Overdue Fines
MBU Books	4 weeks	Twice (4 weeks each)	\$0.05 per day
MBU Audio Visual	7 days	1 renewal (7 days)	\$0.50 per day
MOBIUS Books*	4 weeks	Twice (4 weeks each)	None (Replacement and billing fees apply)
Periodicals (Faculty)	7 days	No renewals	

Note: Items that have been recalled will be assessed an additional \$0.25 in fines per day while overdue.

Limits

The total number of items you can check out depends on patron type.

Patron Type	Item Limit
MBU Student	25
MBU Faculty / Staff	50
MBU Alumni / Friends of the Library	10

Billing for Replacement

If an item has been overdue for more than 28 days, the Library considers it lost and a bill for replacement and processing will be sent.

The default replacement charge is \$65 per item; however, this charge will be manually adjusted to reflect the actual replacement cost after the Library staff have determined current market value.

The processing fee is \$15 per item from MBU and \$20 per item from MOBIUS.

If the item is returned within a reasonable time after it has been billed, the replacement charge will be removed. In addition, the processing fee may be reduced.

- For MOBIUS materials the \$20 fee will remain per MOBIUS policy.
- For reserve materials the \$15 fee will remain and will serve as the total overdue fine.
- For all other MBU materials, the fee will be reduced to \$5 and will serve as the total overdue fine.
- Faculty are not fined for overdue materials but are billed for books lost or returned more than 28 days late. Audio/Visual materials are billed on the 15th day past the due date. After the 28-day fine period, faculty will be charged the processing fee plus the maximum overdue fine, \$15, which is retained as a billing fee.

Reserve Materials

Course Reserves are materials that have been selected by MBU faculty members as supplemental reading/study material for the current semester's classes. In order to ensure that every student in a class has access to these materials, items on Course Reserve only check out for short periods of time. The professors determine what is placed on reserve and how long the check-out period should be.

Items that are on reserve are marked as such in the Library catalog. The catalog also contains a list of items on reserve for each class. You can search for reserve lists by class name or number, or by the name of your instructor.

The Course Reserves are shelved behind the Circulation Desk. A Library staff member will be glad to help you get the materials that you need. Make sure to bring your student ID when coming to the Library to use reserve materials. Even if you don't plan on leaving the Library, items on Reserve cannot leave the Circulation Desk without being checked out. Many items on Reserve cannot leave the Library unless it has been stamped accordingly.

Reserve Type	Due Back	Renewals	Overdue Fines
2 Hour	2 hours from checkout	None	\$0.50 per hour
3 Hour	3 hours from checkout	None	\$0.50 per hour
Overnight	1 hour after the Library opens the next day	None	\$0.50 per hour
3 day	Any time before closing 2 days later	None	\$2 per day
7 day	Any time before closing 1 week later	None	\$2 per day

Limits

Please note that you may only check out up to 3 hourly reserve items and 3 overnight/multi-day reserve items at a time.

Fines/Billing

Material Type	Patron Type	Loan Period	Renewal Policy	Overdue Fine Policy	Billed Policy
MBU Books	Undergrad Graduate	4 Weeks	Twice (4 weeks each)	\$0.05 per day up to \$5.00 2 day grace period	Billed at 28 days overdue. Patron is charged \$65 as default (or cost of book plus \$15 processing fee).
MBU Books	Faculty Staff	120 days	No Renewals. If items are still needed by patron, patron must bring materials back into the Library to be checked in and checked back out.	No overdue fines.	Billed at 28 days overdue. Patron is charged \$65 as default (or cost of book plus \$15 processing fee).
MBU Books	Friends of the Library Alumni	4 weeks	Twice (4 weeks each)	\$0.05 per day up to \$5.00 2 day grace period	Billed at 28 days overdue. Patron is charged \$65 as default (or cost of book plus \$15 processing fee).
MOBIUS Materials	Undergrad Graduate Faculty Staff	4 weeks	Twice (4 weeks each)	No overdue fines.	Billed at 28 days overdue. Patron is charged \$120.
Audio Visual Materials	Undergrad Graduate Staff Faculty Friends of the Library	1 week	One renewal (7 days)	\$0.50 per day up to \$5.00 2 day grace period	Billed at 28 days overdue. Patron is charged \$65 as default (or cost of book plus \$15 processing fee).

MBU Periodicals	Faculty	7 days	No renewals.	No overdue fines.	
Hourly Reserves	Undergrad Graduate	Varies as allowed by instructor. Listed on item.	No renewals.	\$0.50 per hour 1 hour grace period	Fine continues without max limit.
Other Reserves (Non-Hourly)	Undergrad Graduate	Varies as allowed by instructor. Period is listed on the item.	No renewals.	\$0.50 per hour up to \$15 1 hour grace period	Billed at 28 days overdue. Patron is charged \$65 as default (or cost of book plus \$15 processing fee).