

Regent University Law Library

Law Faculty Circulation Policy

1. Circulating Materials

- a. Due automatically on January 5th of each year, and are subject to recall.
- b. Items must be accounted for by the faculty liaisons at the beginning of each spring semester.
- c. Materials may be renewed if there is no hold on the title.
- d. If materials are not returned by January 5:
 - The cost of replacement will be deducted from the faculty member's next pay check, per recommendation of the Law Faculty Library & Technology Committee.

2. Non-Circulating Materials

- a. May be borrowed for up to one week. A Law Librarian must approve any exceptions.
- b. Subject to recall if overdue or needed by another patron.
- c. May be renewed, with Research Services Librarian approval.
- d. **The following non-circulating materials shall not circulate to Law Faculty members:**
 - Loose-leaf filings and updates, including pocket parts.
 - Large and complete sets cannot be circulated.

3. Materials requiring updates with pocket parts must be made readily available to Law Library staff.

4. Unbound periodicals do not route but may be checked out for up to one week.

- Subject to recall by Regent Students or faculty members.

5. Law Library staff are limited in their ability to make photocopies by US copyright law.

6. Graduate Assistants

- a. Only GA's with a current semester Faculty GA approval slip on file at the Access Services desk may check out material for a faculty member.
- b. Materials shall be checked out in the requesting faculty member's name.
- c. Requesting faculty member remains responsible for all material checked out in their name.

7. Adjunct Faculty:

- a. Shall have faculty privileges only for those semesters in which they are teaching, per notification from the Dean's office.
- b. Will have ALL materials due on the last day of exams of the semester in which they teach.