SUNY Libraries Consortium Network Zone Loan Periods Policy

All general collection materials should have the same loan periods across the SUNY Libraries Consortium (SLC).

General Policies on Network Zone Circulation and Resource Sharing:
- Campuses are encouraged to map their local circulation policies with the Network Zone policies in order to have a consistent patron experience. Campuses are also encouraged to add as many collections to the Network Zone as possible to enable the broadest collection possible for SUNY.
- Due dates should adjust based on the patron’s expiry.
- Network Zone recalls will not be used unless the item is needed for course reserves. Recalls will be due 10 days from request. If a local patron requests a copy of an item that is locally owned, but checked out to a Network Zone patron, another copy will be obtained from another Network Zone library to fulfill the local need/hold.

Regular loan for Fulfillment and Resource Sharing in the SLC Network Zone:

- **Long (general circulating collections):**
  - Faculty, Staff:
    - 16 week loan; 3 renewals (patron initiated).
  - Graduate Students:
    - 16 week loan; 3 renewals (patron initiated).
  - Undergraduates:
    - 16 week loan, no renewal
  - Community and other borrowers:
    - No Network Zone permission
  - Institutional options based on closures and internal policies:
    - Exceptions: Covers library closures (e.g. holidays, breaks)
    - Events: Allows institutions to set due dates to end of the semester.

- **Short (media, and other protected circulating collections):**
  - Faculty, Staff:
    - 30 Days, 1 Renewal (patron initiated)
  - Graduate Students:
    - 30 Days, 1 Renewal (patron initiated)
  - Undergraduates:
    - 30 Days, 1 Renewal (patron initiated)
  - Community and other borrowers:
    - No Network Zone permission

External to SLC Resource Sharing:
All borrowing should be done at the Network Zone where possible. When all options through SUNY have been exhausted, campuses will need to seek out materials from libraries outside of SUNY through resource sharing networks such as OCLC. As a Borrower, we cannot set the Loan Periods of Lending institutions, but we can set the amount of time we allow institutions to borrow from SUNY campuses. We recommend that general circulating materials be lent through resource sharing to institutions external to SUNY for 16 weeks, with the exception of media with a loan period of 30 days. Having a longer loan period for resource sharing will help facilitate greater reciprocity between the SUNY Libraries Consortium and other resource sharing groups and consortia, vastly expanding the collections available to SUNY.

Policy Approved at SLC LSP Task Force Meeting 2/8/2018