

Effective February 1, 2025, the University Library is updating several policies related to the circulation of materials to employees.

- 1) Renewals: Xavier Library-owned books will continue to check out for one year to employees. However, books no longer will have an automatic renewal of an additional year and will need to be physically returned after one year to avoid replacement fees. Books without holds on them at that time may be checked in and checked out again.
- 2) Blocks: Employees with overdue or replacement charges for any materials above \$125 will be blocked from being able to check out or request additional items. This is an increase from the current charge limit of \$50.
- 3) Charges: Library materials overdue for six months and generating overdue or replacement charges above \$125 will result in ALL charges on the account being billed to the college dean (faculty) or department supervisor (staff) for immediate payment to the library via inter-departmental transfer. Overdue materials and charges will be removed from the account and cleared at this time. To note:
 - a. To prepare for a system change in June, 2025, all currently overdue materials and charges on employee accounts will be removed from accounts by January 31, 2025, and a record kept of the charges. Accounts with charges removed above \$125 will be blocked from being able to check out or request additional items until ALL charges are paid by the employee. No charges accrued prior to February 1, 2025 will be billed to the college dean or department supervisor.
 - b. Deans and department supervisors will receive communication when materials are five months overdue regarding pending charges. Details about what is checked out to the employee will not be shared; only the total amount that will be due at six months.
 - c. The library anticipates very few employees will be impacted by this policy.

These policies apply to all materials checked out to Xavier employees, including Xavier Library materials, OhioLINK and inter-library loan materials, and Digital Media Services and Information Technologies equipment.

These policy changes have been vetted and affirmed by the Associate Provost for Academic Excellence, the Provost, all four college Deans, Legal Counsel, the Library Committee, the Chief Information Officer, and the Digital Media Services Manager.

Please see the library's [circulation policies](#) for more information and contact Assistant Director of Public Services, [Alison Morgan](#), with questions.