



## LIBRARY USE POLICY

### MISSION

---

The CSU Florence Library supports the academic and cultural pursuits of students at the CSU International Program in Italy.

To that effect, the library's primary focus and first concern are texts and media that directly support classes taught at CSU Florence in the areas of Art, Architecture, Literature, Poetry, History, Classics, and Political Science. Secondly, the library hosts other texts and media relevant to Italian culture and to a lesser extent to European Culture.

It is important to note that while the library resources support CSU Florence classes and extra-curricular activities, the collection is necessarily limited in size and scope. Academic and scholarly materials are available online and serve as an important component of the educational experience in Florence.

### LIBRARY HOURS

---

The normal library business hours are:

Monday - 9:00 AM to 6:00 PM  
Tuesday – 9:00 AM to 6:00 PM  
Wednesday – 9:00 AM to 6:00 PM  
Thursday – 9:00 AM to 6:00 PM  
Friday - 9:00 AM to - 1:00 PM  
Saturday and Sunday - Closed

Please note the librarian works part time 9am-3pm and the operational hours are subject to the availability of library volunteers after 3pm.

### ACCESS TO THE COLLECTION

---

The majority of materials in the library are a part of a circulating collection, which can be checked out for limited periods of time. It is expected that care is taken with borrowed materials and that they are returned in the same condition.

Fragile books, very valuable books, rare out of print books, and reference books are not for circulation. Books designated by faculty as Reserve books CANNOT be removed from the library but are available for consultation in the library.

## LIBRARY USE POLICY

### USING THE COLLECTION

---

If you need to consult a library book, feel free to take the book from the shelf and review it. When you have finished with the book, either check it out or return it to the Library Administrator or an assistant. Please do not re-shelve the book. This system helps prevent the misplacement of books on the library shelves. A misplaced book becomes a "lost book" for the entire academic year.

For your safety, you are not allowed to use the library ladder. If you need access to books on the upper tier of shelves, request assistance from the Library Administrator or another CSU staff member. A Library assistant is prohibited from using the ladder and will not be able to assist getting the books on the upper shelves. A library assistant is available to provide assistance with books, videos, magazines, reserved readings, equipment, etc.

### LIBRARY RESOURCES USAGE EXPECTATIONS

---

In order to ensure a welcoming environment for all users, the following rules apply:

1. Eating and drinking in the library **is not permitted.**
2. Disruptive behavior will not be tolerated. Disruptive behavior includes, but is not limited to, loud talking and otherwise making noise. If you must talk, please whisper.
3. The destruction of library material and property will not be tolerated. This includes, but not limited to, the following:
  - a. breaking spines
  - b. tearing, marking up and/or highlighting pages
  - c. scratching DVDs
  - d. taking notes in the adjacent spaces

If you check-out a book that has been damaged, this does not authorize the continuation of such abuse. Please take note of any such damages before borrowing a book and inform the Librarian accordingly. The user abusing the collection will be financially responsible for the replacement cost of a new item.

4. Use of the Library computer. One multimedia station is available to students for searching the library catalog or web search for library content, in addition to the collection of books and resources (including encyclopedias, dictionaries). Please remember that this multimedia station constitutes a resource to be shared with all students and that its usage is for educational purposes only. Personal social media

## LIBRARY USE POLICY

5. usage such as Facebook, Instagram, Twitter, personal emails, etc. is not permitted. Please do not change the settings of the equipment without the consent of a CSU Florence staff technician.
6. Use of personal computer. Must be used quietly with system audio turned off.
7. The multimedia station located on the Library Administrator's desk is off limits to students and is for the Library Administrator's exclusive use.
8. Equipment. Furniture, textbooks, DVDs, videos, CDs, and technical equipment such as the TV, DVD player, CD player, headphones, scanner, printer and computers are available for use by the school community. Please be respectful of the patrons in the library when using the equipment. In the event of theft, damage or abuse, disciplinary action will be taken.

## CHECK OUT PROCEDURE

---

1. **Loan Period.** The loan period is one week at a time. Books may be renewed up to three times. It is the responsibility of the borrower to return the book on or before the due date. Since there are no classes on Friday, reserve library materials checked-out on Thursday may be returned on the following Monday.
2. **Check-out.** Upon check-out, the Library Administrator will perform a quality check to ensure the item is in good condition and will make note of visible damage. The item must be returned in the same condition as the time of check out. Alert the Library Administrator immediately if there are damages that were not noted at the time of check out.
3. **Accountability.** The borrower will be responsible for any damage and/or loss. If the item was return damaged or lost, the borrower will be responsible for the replacement cost of the item (see section labeled FINES).
4. **Reference materials.** Non-circulating books, reference books and materials are available for consultation and CANNOT be removed from the library.
5. **Reserve materials.** Reserve materials change every semester and can be checked out for a maximum of three (3) business days. Some valuable books, especially in art and architecture, may not leave the library.
6. **Library materials** are to be returned during library hours. Materials not overdue may be left in Connie Perkins' office or in the designated drop-off box (outside the library) to be used only during non-library hours.

## LIBRARY USE POLICY

7. **Borrowed items** must be returned to the library by the end of May and before the Friday of final exam week. There is NO EXCEPTION. Students attending the University of Florence or the Accademia di Belle Arti may request an extension with the Library Administrator.

### FINES

---

A fine will be imposed for items returned past the due date. Fines will be charged to the CSU IP student account at the end of the academic year.

1. **Non-Reserve Materials** – Books, magazines, equipment, etc. not on reserve, that are property of the CSU Florence library, may be checked-out from the library for one week. The fine for late return is €0,50 per day per item; maximum fine is €50,00 for reserve items and €15 per item for books.
2. **Reserve Materials and DVDs** – Books, magazines, readings, and DVDs which have been put on 24-hour reserve in the library, must be promptly returned to the library the day following the actual check-out date. If returned after the due date the late charge is €3,00 per day per item up to a maximum of €50,00 per item.
3. **Lost or Damaged Material.** Lost and damaged book fees include the replacement or the repair cost of the book, video material, periodical, or equipment item and any accumulated overdue fees due at the time the item is returned. If an item has been checked-out and not returned, the student will be fined up to the replacement cost of the item plus late fines. Students will be notified by email when an item is overdue.

To maintain consistency, the RD is to consult CSU IP before making changes to the Library Use Policy.