Due Dates

Due dates will not fall on a day the library is closed for items that have been checked out. However, recalled items become due in 14 days, and it is possible for the 14th day to be a day the library is closed. See “Basic Circulation Procedures: Recalls” for additional information.

The time due displayed in Voyager for 4-month, 6-week, 2-week, 1-week, 3-day, and 1-day loans will report a date and the closing hour recorded in Voyager.

- The time due is calculated based on the days the library is open combined with the hours of opening recorded in the Voyager system calendars.
- If the date due is manually modified at the time of checkout, the closing hour displayed in an item record or patron record is usually wrong.

Long-term Loan = items checked out for six weeks or four months

**Long-term loan** items are checked out to Undergraduate students, Law School students, Resident borrowers, and Reciprocal borrowers for 6 weeks (42 days). If the borrower is in good standing, and another person has not requested the item, it may be renewed online up to 5 times by undergraduate students, Law School students, and reciprocal borrowers. Resident borrowers are limited to 20 items and 2 online renewals. The borrower has to be currently enrolled or have a currently valid KU Library Borrower Card to qualify.

**Long-term loan** items checked out to faculty, staff, graduate students, authorized affiliates, KUMC faculty/staff, Law School faculty, Law Review Students, and KU other borrowers for 4-months (120 days). If the borrower is in good standing, and another person has not requested the item, it may be renewed online up to 5 times. The borrower has to be currently enrolled or employed by the University to qualify.

**Recalls:** Long-term loan items may be recalled from any borrower by any borrower. The recalled items are due in 14 days, and the system does not take into account days the library is closed; therefore, recalled items may become due on a day the library is closed. Items checked out for two weeks or less are not eligible for recall.

Items typically checked out as long-term loans include monographs (aka books), maps, some media items, and serial titles published once per year or less.
Basic Circulation Procedures: Loan Periods

Short-term Loan = items checked out for two weeks or less.

Items checked out for two weeks are due in 14 days. Items assigned a 2-week loan period are checked out for 14 days to all borrowers, and the items will not become due on a day the library is closed. Two-week items may not be renewed online, and must be presented in person at the service desk from which they were first checked out in order to be checked out again.

Items checked out for one week are due in 7 days. Items assigned a 1-week loan period are checked out for 7 days to all borrowers, and the items will not become due on a day the library is closed. One-week items may not be renewed online, and must be presented in person at the service desk from which they were first checked out in order to be checked out again. One exception: the Anschutz and Watson External Checkout Laptops are checked out for one week and may be renewed online once; after that the laptop and its accessories must be presented in person at the respective Anschutz or Watson Service Desk to be checked out again as long as another borrower is not listed in the Hold queue.

Items checked out for three days are due in 3 days. Items assigned a 3-day loan period are checked out for 3 days to all borrowers, and the items will not become due on a day the library is closed. Three-day items may not be renewed online, and must be presented in person at the service desk from which they were first checked out in order to be checked out again.

Items checked out for one day will be due on the next day open. Items assigned a 1-day loan period are checked out for 1 day to all borrowers, and the items will not become due on a day the library is closed. One-day items may not be renewed online, and must be presented in person at the service desk from which they were first checked out in order to be checked out again.

For items checked out for less than one day, the time due appears in Voyager based on the number of hours allowed. Items with overnight checkout increment to the next day open while ignoring the hours the library is closed. Items without overnight checkout become due at closing on the same day.

Four hours with overnight items check out for four hours at a time until four hours before the library closes at which time they may be checked out for overnight until one hour after the library next opens.

Four hours without overnight items check out for four hours at a time; beginning four hours before closing, the items are due at closing on the same day.
Two hours with overnight items check out for two hours at a time until two hours before the library closes at which time they may be checked out for overnight until one hour after the library next opens.

Two hours without overnight items check out for two hours at a time; beginning two hours before closing, the items are due at closing on the same day.

Laptops check out for exactly four hours (240 minutes). Laptops checked out late in the service day become due ½ hour before the library closes on the same day checked out.

Items typically checked out as short-term loans are reserve items, DVDs, videos, microforms, laptops, equipment, and some bound and all unbound periodicals.

Three-Week Loans

Three-week loans are a hybrid that use some features of both long- and short-term loans.

E-book readers check out for 3 weeks and are due in 21 days. They cannot be renewed online and must be returned to the service desk from which they were first checked out in order to be checked out again as long as another borrower is not listed in the Hold queue.

Recreational Reading Collection books check out for 3 weeks and are due in 21 days. They can be renewed online once by all borrower types for an additional 21 days. After the second renewal, they should be returned to the library to be checked out again. These books can be requested by all borrowers through Retrieve from Shelf, but cannot be recalled.

Non-Circulating and In-Library Use Only

Reference collections and other selected items may be designated as non-circulating. Other items may be designated as in-library-use-only. Both terms mean the items must be used in the library where they are housed. In addition to reference collection materials, examples include: laptops, headphones, mouses, periodicals, reserves, and ILL. In some locations, this includes all of the bound and unbound periodicals/serials. The distinction between non-circulating and in-library-use-only varies by library location. Non-circulating items may be on open shelves, and in other cases in closed stacks, requiring staff retrieval before they can be used. In-library-use-only items nearly always require checkout before they can be used in the library.