

Securing Library Materials

Advisors Council

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Overview of issue:

- Recent lack of Library signatures has resulted in a loss of a great deal of material due to students taking LOA's, Withdrawals, or being suspended.
- Students are not being required to return Library materials.
- Library signature on LOA/Withdrawal forms is a requirement.
- Library will place Registrar's holds on transcripts and diplomas.
- Explanation of our current procedure for graduating students.
- Library may possibly begin taking part in the debt management system.

Procedure for obtaining Library signature:

- Student or staff should fill out LOA/Withdrawal form.
- Student should walk the form over to the Library Circulation Desk and ask to have the form signed.
- The supervisor on duty will check that the student has a clear account (no checked out items or fines)

- The Supervisor will sign the form or require that the student clear up their account issues.
- If the student is taking a LOA/Withdrawal and is not on campus a college representative can get Library clearance via a phone call or in person.
- You will need the student's name and UID #.
- In person you can follow the same steps as the student would follow. Over the phone just call 475-2562 and ask for the supervisor on duty. Please explain that you are calling on behalf of the student.
- The supervisor will approve the form if the account is clear and should spell their name for you to record on the form in place of a signature.
- If the account is not clear you will have to notify the student that their forms will not go through until they contact the Library and clear their account.
- Students can be instructed to contact Gina Bush (Coordinator of Billings and Holds) directly at (585) 475-7648 or via email at gebwml@rit.edu or the main desk at (585) 475-2562 to rectify their Library account.
- The Library can then contact the college or the Registrar's office to lift any holds.

For Discussion: How can we begin securing materials from students being suspended? Is it possible to add some wording to the current suspension letter?

Questions??