

Federated States of Micronesia

Supreme Court Law Libraries (FSMSCLL)

Circulation Policies & Procedures

Who May Use the FSM Supreme Court Law Libraries (FSMSCLL):

Everyone is welcome to use the FSMSCLL resources and services as long as they abide by all the [FSMSCLL Rules and Regulations](#). The general public may use materials at the FSM Supreme Court Law Libraries free of charge. However, patrons are required to have valid library cards to borrow circulating books and to request materials from the FSM Supreme Court Law Libraries (FSMSCLL).

Library Card Registration:

General Public

- A \$1.50 fee shall be paid to the Administrative Officer and receipt presented to the library attendant.
- He/She will be given a Borrower's Application Form requiring the following information:
 - Full Name (Last, First and Middle Name)
 - Signature of the patron
 - Permanent Home Address & Telephone Number
 - Local Address & Telephone Number
 - Social Security or Identification Number
- Information entered into the borrower's application form is entered into Koha database in which the FSMSCLL is using. Koha is an open source Integrated Library System (ILS), used worldwide by public, school and special libraries. The name comes from a Maori term for a gift or donation.
- The registration is complete and FSMSCLL Card is issued to patron.

Checking Out Materials:

- Valid FSMSCLL Cards are required in order to borrow books from the FSMSCLL. Each patron is allowed a maximum of (5) book to be checked out. Borrowing periods depend on the materials being checked out (*See Schedule of loan periods for more details*).

Returning Materials:

- Materials are returned to the FSMSCLL after (Please see schedule of loan period for more details.) days of the borrowing period unless assigned a special due date
 - Upon returned materials, users must inform the FSMSCLL staff or drop it in the book drop for check-in.

*FSMSCLL includes: FSM Supreme Court Law Library, Palikir, Pohnpei; FSM Supreme Court Law Library, Weno, Chuuk; FSM Supreme Court Law Library, Colonia, Yap; and FSM Supreme Court Law Library, Tofol, Kosrae.

Loan Policy:

Collection Type	Period Type	Loan Period	Maximum Renewal	Overdue Fines/HR or Day
Reference Collection	Daily	14	2	\$0.10
Librarian Office	Daily	14	1	\$0.10
Electronic Resources	Fixed			\$0.10
Reserve materials	Hourly	4		

Renewals:

- Books may be renewed if no holds have been placed on them by another patron. Books are renewed for 2 more weeks starting from the due date. Renewals can be made on the phone or in person. In order to renew books, the following are required.
 - Borrower's Name or Barcode Number
 - Barcode number(s) for the book(s) to be renewed

Holds:

- Patrons may place a hold on an item that is currently checked out to another patron. Once the material is returned, patron will be notified either by phone or email.

Overdue Materials:

- If any FSMSCLL material is **overdue**, each patron will be required to pay a fine according to the **"Schedule of loan, grace period, renewal, and fines"**. Overdue means that the library material has been kept out beyond the due date. No fines will be collected for holidays and days closed. A notice will be sent tout every 15 days to notify the patron of the status of their material accordingly.

Fines:

- Overdue Fine:** As a courtesy, the FSMSCLL Staff will be sending any overdue notices out to patrons of the FSMSCLL when they fail to return any library materials. Send your payments with the overdue notice or visit the FSMSCLL at a convenient time and pay for the fines. In order for a patron to keep barrowing materials from the FSMSCLL, your balance must be zero dollars.
- Block Condition:** Patron checkout and renewal will be blocked if the patrons has the following:
 - 1 or more overdue reserves or standard checkout
 - 1 or more items 18 days overdue depending on the collection section or outstanding accounts.
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NOTE: *Once the fine amount exceeds the fine limit, the KOHA Circulation program will show a block condition dialog box, which indicates that the fine has exceeded the fine limit. The FSMSCLL staff will immediately inform the patron to proceed to the FSM Supreme Court Administrative Officer to pay the fine amount and return receipt for clearing of the account. The FSMSCLL staff will clear the account and then the patron can resume borrowing materials.*

- **Unpaid Account:** A notice copy of the unpaid accounts will be mailed to each individual patron for final notice. The same copy will be forwarded to the FSM Supreme Court Director of Administration for consideration.
- **Payment of Fines:** Fines are generated by the FSMSCLL and payments are made to the Administrative Officer of the FSM Supreme Court. Fines collected are to be deposited into the FSM Supreme Court Trust Fund.

Lost Books:

- **Charges on items lost while on loan:** The patron must inform the FSMSCLL staff immediately of the lost material and give the following information.
 - Patron Account Number (barcode)
 - Title of book
 - Copy number if remember
 - Due date of material(s) and
 - Phone number for return calls

The FSMSCLL staff will mark the material as lost and calculate the fines and return the patron call informing him/her of the account status.

- The patron will be responsible to pay for the price of the lost material(s) plus a handling charge of \$2.50 and overdue fines, if any.

Damage Books:

- Charges are assessed if material(s) are damaged while on loan, up to the full replacement value of the material. All payments for damage material can be paid at the FSM Supreme Court Administrative Officer. Bring your receipt to the FSMSCLL staff in order to clear your account.

Lost Library Card (Patrons):

- The following procedures are followed:
 - The patron will notify the FSMSCLL staff of the loss.
 - The original application form is retrieved and the date of loss and the date of replacement are recorded on the original application form.
 - The patron will pay a fee of \$2.50 for the replacement.
 - A new FSMSCLL card is typed.
 - A new barcode number is assigned and scanned.
 - The Card is laminated and issued to the patron.
 - The application form is filed in the Rolex Card Index file.

Services:

**FSMSCLL includes: FSM Supreme Court Law Library, Palikir, Pohnpei; FSM Supreme Court Law Library, Weno, Chuuk; FSM Supreme Court Law Library, Colonia, Yap; and FSM Supreme Court Law Library, Tofol, Kosrae.*

- Photocopying services: A copier machine is available in each office of the FSM Supreme Court. In order to make your photocopies, proceed to Administrative Office to pay for the copying services.
- Reserve book service: Material from this section cannot be removed from the FSMSCLL without written consent of the FSMSCLL staff.
- Telephone service: If you have a reference questions, you can visit us in at the FSMSCLL or you can email us at the address lawlibrary@fsm-supremecourt.org or you can call us at (691)320-2357/2763/2764 ext. 115 or fax us at (691)320-2756.

Reserve Materials:

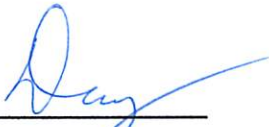
- **General**

- General reserve section located at the FSMSCLL staff office, refers to those materials, which patrons place in the FSMSCLL for their use. These reserve materials may be checked out from the FSMSCLL to be use for "in-house" use only. These materials cannot be removed from the FSMSCLL at any given time.

NOTE: *All reserve materials are for "in-house" use only. It requires permission from the FSMSCLL staff to borrow these materials for overnight use.*

- **Checking Out Reserve Materials**

- Valid FSMSCLL ID cards are required in order to check out reserve material. Patron fills out the time on the blue check out/in slip attached to the reserve material and leaves their ID card with the FSMSCLL staff. Patron's ID is returned after material(s) is returned.


 Daniel Rescuer Jr.
 General Counsel
 FSM Supreme Court

12-31-14
 Date

 Ready E. Johnny
 Acting Chief Justice
 FSM Supreme Court

 Date