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| Name of Policy: Mobius Libraries |
| Source: Jannes Library |
| Form to Complete: N/A |

Policy:

KCAI belongs to Mobius, a consortium of libraries in Missouri and other states which have agreed to share library resources. Through Mobius, KCAI students are able to borrow books from most college and university libraries in the Kansas City area, in Missouri, and from many libraries in nearby states. The Jannes Library online catalog, found at <http://www.kcai.edu/library>, is integrated with and provides links to the Mobius system-wide catalog. Through the system-wide online catalog, students can place borrowing requests from distant libraries for delivery to Jannes Library via library courier. Students may visit other Mobius-member libraries and borrow in person by presenting a current KCAI student ID card.

Borrowing from Mobius Libraries: Rules and Guidelines

- The loan period is 28 days. Two renewals are allowed for an additional 28 days each, if no one else has requested the item. The window to request renewals is 7 days before the due date through the due date; overdue items cannot be renewed.
- In order to place online borrowing requests or to borrow from a Mobius library in person, a student's Jannes Library account must be free of overdue items, fines, and lost or damaged item charges; and Mobius privileges must be active (not suspended).
- Items borrowed from other libraries through Mobius should be returned to Jannes Library. Jannes Library staff will check in items, then package and return to the lending library via library courier. (Items may be returned by the student directly to the lending library, but this can result in processing delays, depending on that library's volume of returns. Returning through Jannes is preferred.)
- Overdue fines: There are no daily overdue fines on items borrowed from other libraries through Mobius. At 28 days after the due date unreturned

books are billed at \$120.00 each. If a book is returned after 28 days, the bill is reduced to a \$20.00 fine per item.

- Items borrowed through Mobius may be recalled 27 days after check out; the book's new due date is 7 days after the recall is issued, and items are overdue if not returned within 7 days. Failure to return recalled items within 7 days may result in loss of Mobius borrowing privileges for up to one semester. \$120.00 per book is billed 28 days after the new due date; if returned after billing, the bill is reduced to a \$20.00 fine per item.
- Students are responsible for actively monitoring their KCAI email accounts, as this is how the library will notify students of important information: overdue notices, recall notices, billed-item notices, and notices that your requested item is ready for pick-up. Billed-item notices will also be sent via US Mail to the postal address in the student's library account.
- Students are responsible for keeping Jannes Library staff informed of their current mailing address. To see your address on file, log in to your [library account](#).
- Suspension of Mobius privileges: All borrowed items are due no later than the final day of the semester or of Summer Session 2. Failure to return items borrowed through Mobius by the final day will result in suspension of Mobius borrowing privileges, beginning immediately and continuing through the following full semester. Failure to return recalled items within 7 days of recall will result in suspension of Mobius borrowing privileges for up to one full semester.
- Lost or damaged books and media items borrowed from a Mobius Library are billed to the student at \$100.00 plus a \$20.00 processing fee (\$120.00 total) per unreturned or damaged item.
- The library may use a collection agency to recover books or replacement fees; in this event, the borrower will be responsible for any collection costs incurred.