



LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Recall policy	Page 1 of 2
Policy Number: LIB-ACCESS-103	Supersedes: N/A
Effective Date: November 1, 2015	Previously Issued: August 1, 2009

**1. Statement of Policy:**

1.1. In order to ensure that items in the library collection are not checked out for unduly long periods of time, especially when needed by other patrons, this policy is intended to establish parameters by which library users may request recalls on checked out library materials.

1.2. Circulation Services is responsible for this policy.

**2. Definitions:**

2.1. A recall is a request for a checked out item to be returned to the library for use by another borrower.

2.2. The current borrower types are current LMU or LLS students, faculty, or staff, and visitors with borrowing agreements or who pay for borrowing privileges (for more details, see the library's [borrowing privileges](#)).

2.3. For the purposes of this policy, the initial borrower is any borrower who has an item checked out when a recall request is placed on that item.

2.4. For the purposes of this policy, the requesting borrower is the borrower who has placed a recall request on a currently checked out item.

**3. Policies/Procedures:**

3.1. Current LMU and LLS students, faculty, or staff are eligible to request recalls on library materials by contacting the Circulation Desk. Visitor borrowers may not request recalls.

3.2. Recalls are not permitted on media and/or reserve items.

3.3. All items are subject to recall after 21 days of being checked out.

3.3.1 Exceptions will be made for items which faculty have requested to be placed on reserve. The current borrower will be notified that the due date has changed for the desired reserve item and it must be returned within 7 days.

- 3.3.2. The recall takes priority even if the item has been renewed by the initial borrower.
- 3.3.3. The recall takes priority even if the initial borrower has a loan period longer than 21 days (semester borrowers, academic year borrowers).
- 3.4. Once an item has been recalled, the initial borrower will have one week to return the item.
  - 3.4.1. After this one week period, the initial borrower will incur fines at a rate of \$1.00/day until the item is returned.
- 3.5. The requesting borrower will be notified when the requested item is available.
  - 3.5.1. The requesting borrower will have 6 days to pick up the recalled item from the Circulation Desk.
  - 3.5.2. The status of recalls may be checked at [My Library Record](#).