Circulation Policy
The Richard P. Welsh Library at the NewSchool of Architecture and Design

1. Identification

As a publicly accessible collection, identification is not required to enter or browse the collection. Students, faculty and staff must present a valid NewSchool ID to borrow materials. Library Patron Barcodes are assigned at the library desk. Loss or theft of an ID card should be reported immediately to the Print Center, and a replacement barcode must be requested from the library desk.

2. Borrowing Privileges

All NewSchool students, faculty, staff and alumni living locally are eligible to borrow books and other materials from the Richard Welsh Library at NewSchool of Architecture and Design. Other individuals who wish to use the collection can contact the Library: library@newschoolarch.edu / 619 684 8783.

3. Borrower Responsibilities

Items charged on a personal ID card remain the responsibility of the individual named on that card. Borrowers must have a current email address and phone number on record with the library. Items must be returned in good condition, without evidence of defacement, mutilation, or other damage.

4. Loan Periods

NewSchool students, faculty, staff, and alumni are granted the following borrowing rights:

- Open Shelf books: 3 weeks
- New books: 2 weeks
- Periodicals: 1 week
- Audio Visual Collection: 3 days
- Thesis Books: 1 day
- Reference/ Reserve books: 2 hours

Up to 20 items may be borrowed at any time. Unless requested by another patron, books can be renewed three times. Books can be renewed online via STAX: The NewSchool Library Catalog, at the library desk, or by contacting library staff via phone or email.

5. Holds/ Requests

NewSchool students, faculty and staff may place holds (also known as requests) on all circulating materials, with the exception of Reserve and Reference materials. Holds can be placed via STAX: The NewSchool Library Catalog, or in person at the library desk.
6. Renewing

Unless requested by another patron, library materials can be renewed up to three times. Books can be renewed online via STAX: The NewSchool Library Catalog, at the library desk or by contacting library staff library@newschoolarch.edu / 619 684 8783.

7. Returning

Books can be returned to the library desk or placed in the book drop inside the library. An after-hours book drop is located just outside the library entrance.

8. Fines and Lost Fees

8.1 Fines

Late fines are charged at $0.25 per day for items in the main collection, $0.25 per hour for reference and reserve items, and $5.00 per day for Thesis books. Overdue notices are emailed to users weekly. Please respond to overdue notices promptly or contact library staff if you have any problems. Fines can be paid in cash or by check at the Library Desk, or by card through the NewSchool Business Office (619 684 8763). Failure to pay overdue fines may result in a hold being placed on student accounts, which can delay registration and graduation.

8.2 Lost Materials

If library materials are long overdue, damaged or lost, patrons will be billed for replacement costs in addition to late fines. Failure to pay lost fees may result in a hold, which can delay registration and graduation. Contact library staff to ascertain the best way to settle fees.

9. Review of Circulation Policy

This policy will be reviewed periodically and, if necessary, updated by the Librarian.