

## CIRCULATION

**PATRONS:** Students, faculty, staff, community members and high school students from the surrounding area are all welcome to use these facilities. All patrons must use a barcoded library card to check out items. *Student barcodes are on the backside of the student ID's.*

### LOAN POLICIES:

**BOOKS:** Books can be checked out for 30 days at a time. They may be renewed at the end of that period if a hold has not been placed on it.

**AUDIO/VISUAL:** A/V materials can be checked out for three days.

**RESERVE BOOKS & MATERIALS:** The reserve collection exists to make a small number of materials available to many patrons within a given period of time. Instructions often request that certain materials do not leave the library or can only be taken out for one day. They are then marked **reserve** and are placed behind the circulation desk under that instructor's name. When a student wishes to use these materials, he/she must request them at the circulation desk.

**Electronic Reserves (Eres)** can be accessed from the library's homepage.

**REFERENCE BOOKS:** No checkout.

**PERIODICALS:** No checkout.

**MICROFICHE AND MICROFILM:** No checkout.

**NEWSPAPERS:** No checkout.

**RETURNING MATERIALS:** All materials should be returned when you are done using them. Place these items on the circulation desk by the sign RETURN BOOKS HERE.

**OVERDUES:** Overdue notices are forwarded to the patrons as a courtesy reminder that items are past due. We do not charge fines for overdues, but we may block your library card from further borrowing until the items are returned.

**LOST LIBRARY MATERIAL:** Patrons are charged the price of the item plus a processing fee for any lost library materials.

**HOLDS ON GRADES AND TRANSCRIPTS:** At the end of each semester, all borrowed items must be returned and all fees paid in order to receive your grades. A hold is placed on grades and transcripts until all materials have been returned or fees paid for lost items. The holds are lifted when the library record is clear.