

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.