

Circulation Policy

The circulation policy addresses which items may be checked out for what period of time and the responsibilities assumed.

Materials in the non-circulating collections or “on reserve” are not checked out, with the exception that they may be loaned to the distance learning sites or other institutions for on-site use.

Items marked “Faculty Reserve” may be checked out by faculty and administrators only. Others may use them in the library.

Loan periods:

Video materials, VHS and DVD, check out for a period of three days with a limit of three items at one time.

Faculty may check out other materials for 12 weeks.

Administrators may check out other materials for 8 weeks.

Students, staff, and community members may check out materials for 4 weeks.

Materials may be renewed if no one else is waiting for them. Renewal requests may be made in-person, via phone, fax, email or postal service. Materials may be renewed twice.

Responsibility:

It is the responsibility of the account holder to return all items on his or her account. The account holder will be responsible for paying for lost or damaged items.

It is the responsibility of the parent or other responsible adult to monitor a child’s choice and use of materials. The library does not act in the role of the parent.

Overdues

The library does not ordinarily charge overdue fines.

Lost/Long overdue materials:

A patron with long overdue or lost materials may be blocked from checking out additional materials and may be blocked from using the library computers until such materials are returned, paid for, or other restitution as agreed upon by the patron and the library is made.