

Library Lending Policy

Loan Periods and Returns

Faculty may check out any library materials for up to a full semester. Students and other users may check out books for 2 weeks which may be renewed for another 2 week period. CDs and movies may be checked out for 3 days and maybe renewed for 3 more days. Recent magazines and periodicals may be checked out for 3 days.

Non-Circulating Materials

Students must use reference books, periodicals behind the checkout counter and reserve books in the library. Faculty may make special arrangements to check out reference books and periodicals with library staff.

Overdue and Lost Book Charges

The fine for overdue books is \$0.15 per day. The replacement charge for severely damages or lost books will be based on its current cost plus shipping and handling costs. If no longer available, the library will charge a minimum of \$25.00 for the book.