Circulation policy

Most of the material in the library may be checked out for a three week period, and may be renewed for an additional three weeks. Renewal and loan periods may be adjusted for materials that are in high demand. Loan periods for library resources are:

- General books: 3 weeks
- Periodicals: 1 week back copies, overnight current copy
- Reference books, CDs and DVDs, and equipment: one period or overnight.

Material may be reserved online using the login feature of the catalog. Fines are charged for overdue material and students are responsible for lost items. Students will be charged current replacement cost for each item lost. Students who abuse library materials may have their library privileges suspended.

The library’s policy concerning the consequences for long-overdue items is:

- Fines will be administered to the student’s account for each item overdue at the following rate:
  - Reference/Equipment/DVD: $0.50/day to a maximum of $5.00/item
  - General books: $0.05 /day to a maximum of $5.00/item

Replacement value will be charged for lost or damaged materials. After 6 weeks of being overdue, the library item is considered lost and the student is expected to pay for the lost item.

Students will be informed about overdue library materials through Community messages or emails. A JUG may be administered if a student does not clear his account in a timely manner.