

## Loan Periods and Item Limits

Books: 20 (5 per subject)	3 weeks
Audio CDs: 3	3 weeks
Periodicals: 10	1 week
DVDs/Videos: 3 each	1 week
Reserve Items: 1	Vary from 1 hour to 3 weeks

### Renewal Policy

All items **except reserves** can be renewed two times, unless a hold has been placed on the item.

The renewal of reserve materials is at the discretion of Circulation staff.

### Library Book Drop Returns

The Book Drop is located to the right of the entrance to the Learning Resource Center (next to the elevator).

Non-reserve items returned before 8:30 a.m. will be checked in as if returned the previous business day.

One- and two-hour reserve items that are not returned to the Circulation Counter by closing time on the day the item is due will be subject to a **\$5.00 overnight fine** and **\$5.00 for each additional day the library is closed** (Saturdays, Sundays and holidays). This fine is in addition to the \$1.50/hour overdue fine charged when the library is open.