

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	2 days
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.