

## **LIBRARY LOAN POLITY**

### **Circulation Information**

Books and other materials may be checked out for two weeks and renewed for an additional two weeks. Magazines, reference books, reserve materials, and non-print items such as videos, audio tapes, CD-ROMs, etc. must be used in the library, unless special permission is given by the librarian or library staff to check them out.

### **Overdue and Lost or Damaged Materials**

A fine of 15 cents per day will be charged for all overdue items. Unless special arrangements are made, all books must be returned before the end of each semester. A replacement cost, as determined by the librarian, will be charged for books and other lost or damaged items.