

## Our Borrowing Policies

Students, faculty and staff

Item	Loan period	Item limit	Overdue fines	Renewals	Holds
<b>Textbooks</b>	7 days	2	\$2/open day (\$50 max)	No	No
<b>General collection</b>	Semester loan: due last day of class	30	None	Yes, if not overdue or requested	Yes
<b>Faculty reserves</b>	4 hours	3	\$5/hour during Library hours (\$50 max)	No	No
<b>Media</b> DVDs, CDs, vinyl records, sheet music	14 days	10	None	Yes, if not overdue or requested	Yes
<b>Magazines / journals</b>	14 days	10	None	Yes, if not overdue or requested	Yes
<b>Equipment</b> Phone chargers, scientific and financial calculators, DVD players, headphone adapters	Same day (due 15 minutes before closing)	5	\$1/hour during Library hours (\$10 max)	No	No
<b>Study room supplies</b> Marker kits, HDMI adapters, AV cables, scissors	4 hours	5	\$1/hour during Library hours (\$10 max)	No	No
<b>Portable power banks / plugs</b>	4 hours	5	\$5/hour during Library hours (\$50 max)	No	No
<b>Children's tablets</b>	2 hours	2	\$5/hour during Library hours (\$50 max)	No	No
<b>Reference / archives</b>	In-person use at the Library only	N/A	N/A	No	No

## Alumni and community users

Alumni and community users are welcome to borrow up to 10 books, media and magazines from our general collection at one time. The loan period is 14 days and you may renew once for a total of 28 days. You can place holds at the circulation desk or through your Library account.

The following items are **not available for loan**. You may use these items in person at the Library only:

- Textbooks
- Reference
- Archives

## Overdue Items

Please make an effort to return Library items on time. If you have overdue items, you will not be able to sign out or renew any additional items.

If an item is more than 60 days overdue, it is considered lost. Overdue fines and non-refundable replacement costs will be applied to your Library account.