

Library Media Center

Borrowing Policy

Students ——— •••

Books

Max checkouts:	2 books
Borrowing Period:	2 weeks
Renewal Allowance:	2 renewals [If no waiting list]
Loss or damage fee:	Cost of book

Magazines, Newspapers, Comics

For use in the LMC only

Reference Items

For use in the LMC only

Laptops [when available]

Max checkouts:	1 laptop
Borrowing Period:	1 day

Staff ——— •••

Books

Max checkouts:	10 books
Borrowing Period:	4 weeks
Renewal Allowance:	2 renewals [If no waiting list]
Loss or damage fee:	Cost of book

Magazines, Newspapers, Comics

For use in the LMC only [Special circumstances may apply]

Reference Items

For use in the LMC only [Special circumstances may apply]

Laptops, Desktops, and other AV Items

Please use the online Reservation Form [**single laptop checkout is available**].