

# Library Media Center

## Borrowing Policy

### Students ——— •••

#### Books

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

#### Magazines, Newspapers, Comics

For use in the LMC only

#### Reference Items

For use in the LMC only

#### Laptops [when available]

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

### Staff ——— •••

#### Books

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

#### 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.