

## Part-Time Faculty/Adjunct

Every item in the library has a certain loan rule pertaining to how long it can circulate. If you are Adjunct or Part-Time Faculty, these are the loan rules you must follow:

Books	End of Semester
Compact Disc	14 Day Reserve Loan
Curriculum Materials	4 Week Loan
Fine Arts 3 Day	3 Day Reserve Loan
Government Documents	4 Week Loan
ILL Books/Journals	ILL Loan Rule (Varies)
Juvenile	4 Week Loan
Non-Print DVD	7 Day Reserve Loan
Non-Print Room	2 Hour Room
Non-Print Video Cassette	7 Day Reserve Loan
Overnight Item	24 Hour Reserve Loan
Periodicals	Does Not Circulate
Reference/Non-Circulating	Does Not Circulate
Scores	Year Loan
Serial	End of Semester
Thesis	End of Semester
2 Day Reserve	2 Day Reserve Loan
2 Hour Reserve	2 Hour Reserve Loan
7 Day Reserve	7 Day Reserve Loan
7 Day Scores	7 Day Loan

All items that fall under “Reserve” loan have heavier fines than a standard day/week loan. The fines work as follows:

Patrons will be fined \$1.00 a day for overdue “Day” Reserve items.

Patrons will be fined 50¢ an hour for overdue “Hour” Reserve items. It will be 50¢ per hour for 24 hours. After that fines will continue at \$1.00 a day.