

Staff Loan Rules

Every item in the library has a certain loan rule pertaining to how long it can circulate. If you are an Adelphi Staff member this is what you are entitled to:

Books	4 Week Loan
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	3 Day Reserve Loan
Non-Print Room	2 Hour Room
Non-Print Video Cassette	3 Day Reserve Loan
Overnight Item	24 Hour Reserve Loan
Periodicals	Does Not Circulate
Reference/Non-Circulating	Does Not Circulate
Scores	4 Week Loan
Serial	4 Week Loan
Thesis	4 Week Loan
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. These fines work as follows:

- Patrons will be fined \$1.00 a day for overdue “Day” Reserve items.
- Patrons will be fined 50¢ and hour for overdue “Hour” Reserve items for the first 24 hours. After that, fines will continue to accrue at \$1.00 a day.