

# Undergraduates/Graduates

Every item in the library has a certain loan rule pertaining to how long it can circulate for. If you are an Undergraduate or Graduate Student, this is what you are entitled to:

|                           |                        |
|---------------------------|------------------------|
| Books                     | 4 Week Loan            |
| Compact Disc              | 14 Day Reserve Loan    |
| Curriculum Materials      | 4 Week Loan            |
| Government Documents      | 4 Week Loan            |
| ILL Books/Journals        | ILL Loan Rule (Varies) |
| Juvenile                  | 4 Week Loan            |
| Non-Print DVD             | 3 Day A/V Loan         |
| Non-Print Room            | 2 Hour Room            |
| Non-Print Video Cassette  | 3 Day A/V 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. The 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. It will be 50¢ per hour for 24 hours. After that fines will continue at \$1.00 a day.