

LIBRARY AND LEARNING RESOURCES - LENDING POLICIES

The library may be used by all members of the Gnomon Community (e.g., students, faculty, and staff).

BORROWING PRIVILEGES

Most materials are available for checkout. Exceptions include print magazines and "Course Reserve" materials.

"Course Reserve" materials are supplemental materials placed in the library by faculty for student reference and must remain in the library to allow access to these materials by all students.

HOLDS

If an item is in use, a HOLD may be placed on that item. When that item is returned, and a HOLD is active, the next student in line for the book will be notified.

LOAN PERIODS

Books may be checked out for three (3) weeks. A Due Date reminder notice is sent via email two (2) days before the due date. Checked out books may be renewed up to two (2) times as long as there are no outstanding requests. Contact the library to renew books BEFORE the return date.

Students with unreturned books seven (7) days after the due date will receive emailed reminder notices every seven (7) days for up to one month. Books not returned within one (1) month after the due date will be considered LOST.

NOTE: Students may borrow books over break provided their library account is in good standing.

Once a book is considered LOST, students will not be allowed to borrow books. Students may also be charged a \$75.00 replacement fee for each lost book, plus the cost to replace the book.

LOST ITEMS

The library reserves the right to charge the current value of the lost item(s) to the student. If a resolution to either replace the lost item or lost item fee is left unpaid, the issue may be referred to the Student Accounts Office and may affect future enrollment privileges and/or diploma release.

PURCHASE RECOMMENDATION(S)

Purchase recommendations are welcome from students, faculty, and staff. Faculty requests are given the highest priority, followed by newly published books provided they support Gnomon programs and/or courses.

ISSUE OF CONCERN

Please see the Librarian for assistance with questions or concerns regarding the library's resources, services and/ or policies.

This policy is current as of the date of publication and is subject to change based on the needs of the Gnomon community. Changes will be communicated in a timely manner to avoid conflict in policy understanding, adherence, or implementation.