**Circulation Period for Students**

|  |  |
| --- | --- |
| Books for regular circulation | 3 weeks |
| Closed reserve items | Library use only |
| Juvenile books | 3 weeks |
| Unbound periodicals | 1 day |
| Bound periodicals | Library use only |
| Government documents | 7 days |
| Maps | 7 days |
| CDs | 7 days |
| Videos/DVDs | 7 days |

**Summary of Fines for Students**

|  |  |
| --- | --- |
| Books | 50¢ per day |
| Closed reserve materials | $1 per day starting one hour after library opens |
| Unbound periodicals | 25¢ per day |
| Maps | 10¢ per day |
| Government documents | 10¢ per day |
| CDs | 25¢ per day |
| Videos/DVDs | 50¢ per day |

**Overdue notices are run once a week. Fines will accumulate and be assessed until they reach the price of replacement plus five dollars processing fee. All lost or missing library materials should be reported to the library as soon as possible. After a reasonable time of searching, the students will be charged the cost of replacing the item plus ten dollars processing fee.**