

# Tex and Lien Boggs Library

## Tex and Lien Boggs Library Policies

### Circulation and Loans

Students, faculty, and staff are welcome to borrow books and DVDs from the AULA library, as well as books, DVDs, and audio from WeDeliver!

### Loan Period, Limits, & Fines

	Loan Period	Item Limit	Notes
<b>Books</b>	13 weeks		Books may not be renewed if they are wait-listed. No overdue fines. Lost item replacement charge. If a lost item is returned, patrons are responsible for a \$10 processing fee.
<b>DVDs</b>	1 week	3	DVDs may not be renewed if they are wait-listed. No overdue fines. Lost item replacement charge. If a lost item is returned, patrons are responsible for a \$10 processing fee.
<b>WeDeliver!</b>	Subject to lending library	10 requests per week	Lost item replacement charge subject to lending library. Unreturned items may result in blocking of registration or graduation.

### Library Rules

Eating is allowed; cell phone use is not. Quiet is preferred. Reading encouraged.

### Gifts and Donations

We appreciate resources that support the mission of AULA; this includes materials that directly support the curriculum, enhance current research areas, or demonstrate literary merit.

The following are the guidelines for accepting gifts:

- Gifts become the property of AULA upon receipt, and the Library will determine the use or disposition of these materials.

- Materials must be in good condition.
- Please contact a librarian before donating materials.
- Materials not accepted into the collection will be discarded or sold and monies designated for building the collection.
- Appraisals are the responsibility of donors and must be completed before the donation is made to the Library. Donors should consult their tax advisors about the need for a professional appraisal.

If you have any questions, please call or email:

Lisa Lepore, Director of Library Services

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