

## AUS Library Circulation Policies

The AUS library works hard to deliver materials to all of its patrons in an efficient and timely manner.

Library materials that may be checked out:

Item	Students	Staff/Faculty	Alumni
Books	Yes	Yes	Yes
Theses/Dissertations	Yes	Yes	Yes
Journals	Yes	Yes	Yes
Videos/DVDs*	Library use only	Yes	Library use only
Brain models	Library use only	Yes	Library use only
Audio visual items	Library use only	Yes	Library use only

\*Headphones and a video monitor are available for students to use when viewing videos. DVDs may be viewed on any library computer.

Loan periods for library materials:

Item	Checkout Limit	Loan Period	Renewals
Books	10	35 days	2x
Theses/Dissertations	5	7 days	2x
Journals	5	7 days	2x
DVDs/Videos	3	2 days	1x
Reference*	0	Library Use Only	0
Audio visual items	1	1 day	0
Interlibrary loan	Varies	Varies, set by lender	Varies
Reserve materials	Varies	Varies, set by instructor	Varies

\*Reference materials may occasionally be checked out with special permission by the library staff.

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### Reserves

Please see our Reserves guidelines for faculty. Go to: <http://www.antiochseattle.edu/library/for-faculty/> then click on “Course Reserves Policy”.

### Overdue and Lost Items

- Patrons are responsible for returning items to the library on or before the due date.
- Library staff will inform patrons of the due date of borrowed materials. If an item is overdue for more than 21 days, a \$35 lost charge per item will be added to the patron's account.  
Library items not returned within 4 months will incur a \$50 lost processing fine, in addition to the replacement cost of the item.
- The library reserves the right to charge replacement fees for items not returned in addition to the lost charge.
- If a patron wishes to provide a replacement of a lost item, this may be done on a case by case basis, with the permission of a librarian. See a librarian if you have a question about replacing an item.
- Patrons with overdue library materials or unpaid fines may be denied access to campus services, including the granting of degrees and transcripts.

Note: Patrons can check their library record online to see what they have checked out, and the due dates for those items.

### Renewals

- Renewals of library materials may be made in person at the library, by telephone, or online through the AUS Library catalog.
- Renewals take effect from the date requested.
- Overdue items may be renewed on a case-by-case basis.
- An item may not be renewed if another patron has placed a hold on it.

### Holds

- An item that is currently checked out may be placed on hold by another patron.
- Holds may be placed in person at the library, by telephone, email, or online through the AUS Library catalog.
- Items on hold will be held for one week. If an item is not picked up within that week it will be taken off hold and returned to the shelves for circulation.

Note: Patrons who live a long distance from campus may on occasion request to have their library materials mailed to them. Please see a librarian about this service.