Circulation Loan Policies

The Mabee-Simpson Library sets loan periods for Library materials to ensure patrons have maximum use of its collections. Materials purchased support the academic program.

Circulating Items:

1. There is no limit on the number of items students or faculty can borrow. Community users have a limit of five books.

2. Books in the Circulation Collection have a loan period of 1 semester for faculty/staff and one month for students. An item can be renewed once if no hold has been placed on it. If there is a hold, the item must be returned to the Library so the patron who has placed the Hold can borrow the item.

3. DVDs may be borrowed for one week while CDs are loaned for a period of one month. Media items can be renewed once if there are no holds placed on them.

Non-Circulating Items:

1. Reference books, magazines, newspapers, microforms, certain maps as well as certain government documents do not circulate.

2. Loan periods for reserve materials are set by instructors. These privileges can range from two hours to two weeks.

3. Ask at the circulation desk to find out what the loan period is for a specific reserve item.