

REFERENCE CHECKOUT POLICY

Books in the reference collection normally do not circulate outside the library so that they will be available when they are needed in answering reference questions. Some reference books are not in high demand and may be considered for a short term loan. Therefore, at the discretion of the Reference Librarian working at the Reference Desk, less used and more easily replaceable reference materials may be loaned for a short term.

Guidelines

Encyclopedias, dictionaries, indexes, abstracts, almanacs, style guides, and other high use materials generally should not be checked out. These should all, however, be considered on a case-by-case basis by the Reference Librarian working at the Reference Desk. Depending on patron demands for a specific item, the Reference Librarian can consider the following special needs in checking out materials.

For general photocopying **No**

For copystand or color photocopying **Yes**

For demonstration for a class **Yes**

Loan Periods

Usually the checkout is just prior to its use and is returned within an hour. Other checkout periods will usually be for one-night only but may be longer at the discretion of the Reference Librarian.

Procedure

1. Student or Librarian fills out the checkout card. One card per book/item.
2. Reference Librarian designates due date and hour, and signs his/her name and the day's date.
3. The patron takes the book to the Circulation desk for actual checkout.

Fines

Fines for reference materials not returned on time are \$2.00 the first hour, \$0.50 each hour thereafter, for each item.

Interlibrary Loan

Interlibrary loan requests shall be allowed whenever possible. The Reference Services Coordinator will consider the needs of our own students and faculty before allowing material to be loaned.