Library Policy - Material Circulation

Policy:

Bismarck State College shall establish rules and regulations for the loan of library materials.

Limits and Regulations:

1. Standard check-out time for library books is approximately four weeks. Books may be renewed for an additional four-week period subject to recall.

2. The fine schedule will be determined on one week, two week, three week, and four week increments. Only one notice will be sent to the patron.

3. Periodicals are used in the library. Faculty and staff may check out popular periodicals for one day.

4. Media Library materials are circulated for a seven day period. Media Library materials include CD's, recordings, videos, etc. Renewal of ML materials is by special request.

5. Reserve materials are not circulated.

History of This Policy:

First policy draft January 23, 1980.