

## Faculty/Staff Circulation Policies

### *Including Emeritus*

<b><u>Type of Material</u></b>	<b><u>Loan Period</u></b>
Alabama Collection.....	14 days/or Non-circulating
Audiovisuals.....	limited to 5 at a time..... 5 days
Government Documents.....	14 days
Popular Reading .....	limited to 5 at a time.....14 days
Periodicals.....	By Online Request; Non-Circulating; Use in building
Reference .....	Non-Circulating; Use in building
Reserves	
Restricted.....	1 or 2 hour in building
Regular .....	1 hour in building until 4 pm <i>(2pm in summer session); then may be checked out overnight and is due by ½ hour after library opens the next day</i>
One Day .....	1 day; <i>may be checked out at anytime; due back the next day before closing</i>
Special Collections/Archives .....	Non-circulating; Use in building
Main Collection ( <i>subject to recall after 14 days</i> ) .....	<i>semester</i>

### **LOST ITEMS**

Lost Book.....	\$30.00
Lost Audiovisual.....	\$40.00
<i>If book is out of print will be \$40.00.</i>	

### **DAMAGED ITEMS**

Replacement fee .....	\$30.00
-----------------------	---------

The patron is responsible for observing the date due for the item. All university employees are responsible for the cost of replacement for damaged or lost library materials.

**When Collier Library is closed, patrons may use the book return located at the entrance of the library or the drive-up book return located in Lot A by the Visitor's Welcome Booth. All items returned via the book drops after closing are accepted as returned on the day last opened.**