BORROWING REGULATIONS FOR UNDERGRADUATE STUDENTS

JOHN S. BAILEY LIBRARY

All currently enrolled Dee students are entitled to use the John S. Bailey Library. The following regulations govern the borrowing privileges extended to them.

I. GENERAL BORROWING REGULATIONS

- Students must present a valid Dee ID card in order to check out library material.
- Borrowing privileges are not transferable and must be exercised personally.
- Students will be allowed to check out library material only if they do not have outstanding library obligations.
- Reference books and periodicals may not be checked out.
- Audiovisual resources, such as DVDs, CDs, etc. can only be used in the Media Center. Students can check out audiovisual items that accompany library books.
- Students are held accountable to the library for material checked out until such material is returned.

II. LOANS AND RENEWALS

- Students may check out up to 15 books and 15 accompanying audiovisual items for two weeks.
- Students may renew books and accompanying audiovisual items for two additional loan periods unless they have been requested by another patron.
- Material may be renewed online or by phone—before or on the day it is due—, or in person at the Circulation Desk.

III. REQUESTS AND RECALLS

- All material checked out is subject to immediate recall if needed for course reserves.
- Students may request books that are checked out to another patron; the library will hold them for the requesting student when they are returned. Books will be held for four days. There is a limit of eight requests at a time.

IV. OVERDUES AND LOST ITEMS

- All library items must be returned or renewed on or before the day they are due.
- Students are urged to return all library material and clear their library record by the end of each term. Students with outstanding library obligations (overdue items or outstanding fees) will be unable to check out additional library material, register for classes, pick up grades or transcripts, participate in the commencement ceremony, or be granted their degrees.
- As items become overdue, the library will be sending notices reminding students to renew or return them. If items remain long overdue, they will be considered lost and a lost processing fee will be charged on the students’ account.
- Lost items must be paid for by the borrower as follows:
  - If the lost book is in print, then the replacement cost amounts to the list price of the book plus a €5.00 processing fee.
If the lost book is **out of print**, then the replacement cost amounts to €40.00 plus a €5.00 processing fee for **hardcover books**, and to €25.00 plus a €5.00 processing fee for **paperbacks**.

V. DAMAGED ITEMS

- Damaged items must be paid for by the borrower as follows:
  - For damaged books, the borrower has to pay the cost of repair. If the book is not repairable, then the borrower has to pay the price of lost books as above.
  - For lost or damaged audiovisual items, the replacement cost amounts to the list price of the item plus a €5.00 processing fee.

VI. COURSE RESERVES

- Course reserves are kept in closed shelves behind the Circulation Desk. Students may check out up to five reserve items at a time. Faculty may choose one of the following reserve options:
  - Books and reprints that must be used in the library for two hours.
  - Books and reprints that can be checked out for two days.

- All course reserves must be returned when they are due.
- Requests may not be placed on course reserves.