BORROWING REGULATIONS FOR ALUMNI

JOHN S. BAILEY LIBRARY

All Deree, Pierce, and Alba alumni are entitled to use the John S. Bailey Library. The following regulations govern the borrowing privileges extended to them.

I. GENERAL BORROWING REGULATIONS

- Alumni must present a valid library card along with a photo ID in order to check out library material.
- Borrowing privileges are not transferable and must be exercised personally.
- Alumni 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. Alumni can check out audiovisual items that accompany library books.
- Alumni are held accountable to the library for material checked out until such material is returned.

II. LOANS AND RENEWALS

- Alumni may check out up to two books and two accompanying audiovisual items for two weeks with no option for renewal.

III. REQUESTS AND RECALLS

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

IV. OVERDUES AND LOST ITEMS

- All library items must be returned on or before the day they are due.
- 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.