

## Circulation

Students, faculty, and staff, as well as residents of Connecticut who are in the 7<sup>th</sup> grade or older, may borrow materials from the Library. Borrowers not associated with Northwestern are considered “guest patrons”.

The Library complies fully with Connecticut General Statute 11-25 (b) and the American Library Association Code of Ethics, thereby protecting the confidentiality of its patron records.

Books, audiovisual materials, and government documents circulate to all borrowers; periodicals circulate to faculty and staff only; and reference materials circulate to faculty and staff at the discretion of the Director of Library Services or the Public Services Librarian.

Students, faculty, and staff may have twenty items checked out at any given time, whereas guest patrons are limited to ten items. No more than five CDs or audio books may be charged out to any patron, and no more than two videos or DVDs may be charged out.

Materials (other than videos and DVDs) charged out to students and guest patrons circulate for three weeks and may be renewed twice; videos and DVDs circulate for one week and may not be renewed. Materials circulate to faculty and staff for an entire semester, but may be recalled for use by other patrons.

The Library charges no overdue fines, but does suspend a borrower’s privileges when an item becomes four weeks overdue. Delinquent guest patrons with lost items amounting to \$75 or more will be referred to the Dean of Administration’s office. Delinquent students will be referred to the Dean of Academic & Student Affairs office and holds will be placed on their student records, affecting their ability to register, and obtain grades or transcripts. A \$10 processing fee is charged for each item that is lost and paid. When a patron claims to have returned an item, a thorough search will be made and further steps will be taken according to the Library Overdue Procedures. Any discrepancy in Library overdue records and the patron’s position on the matter will ultimately be referred to the Director of Library Services.

Library or faculty-owned materials may be placed in the Reserve Collection at the request of faculty members and are to be used only by students. These materials circulate for one of four loan periods: in-library use, overnight loan, 2-day, or 7-day. With regard to photocopied materials on reserve, the Library makes every effort to comply with the “fair use” provisions of the Copyright Law of the United States.

