

# LOAN PERIODS

## **1. *Four Week Loan***

Main Collection books, Children's Literature, Wesley Collection, Curriculum, Teaching Resources, Government Documents,

## **2. *One Week Loan***

Sound recordings and media

## **3. *Reserves***

2-Hour, 4-Hour, 24-Hour, 48-Hour, 7-Day

## **4. *Non-Circulating***

Reference, Periodicals, Microforms

## **5. *Renewals***

All circulating materials may be renewed for up to two renewal periods unless requested by another patron. When currently checked-out items are requested by another patron, the current user may keep the material for a minimum of one full loan period but will not be able to renew. If an item is requested by another patron after it has been renewed, the item may be recalled before the full renewal period.

Reserve materials may not be renewed.

## **6. *Exceptions for Faculty***

The loan period for Main Collection books will be 4 months. If an item is requested by another patron, the item may be recalled within 7 days if the faculty member has had the item for at least 30 days.

NOTE: These loan periods have been set for NNU-owned materials only. They do not apply to items borrowed from other libraries (interlibrary loans).

Approved by Library Staff: May 7, 1997

Approved by Instructional Resources Council: April 12, 2000

Revised & Approved by Library Staff: Spring 2010, Spring 2016