

COCHRANE-WOODS LIBRARY
Borrowing Policy
Fall 2004

1. A valid NWU ID or Cochrane-Woods library courtesy card is required to check out library materials. **MATERIALS CHECKED OUT ON NWU ID OR COURTESY CARD ARE THE RESPONSIBILITY OF THE PERSON NAMED ON THE ID CARD.** NWU ID card holders must report lost/stolen cards to the Registrar Office, courtesy card holders must report lost/stolen cards at the library circulation department.
2. Loan periods vary by type of materials (see schedule below), two renewals are permitted if a hold has not been placed on the material.
3. Materials placed on reserve by faculty must be asked for at the circulation desk.
4. Materials marked for **LIBRARY USE ONLY** should not be checked out from the library at any time.
5. An outside bookdrop near the front entrance is available for book returns when the library is closed. **RECORDS, VIDEOTAPES, AND OTHER BREAKABLE MATERIALS SHOULD NOT BE RETURNED IN THE BOOKDROP.** They must be returned at the circulation desk during library hours.
6. A fine must be paid if materials are returned past due date.

LIBRARY FINE SCHEDULE

<i>Category</i>	<i>Loan Period</i>	<i>Fine</i>
Regular Materials	3 weeks on Wednesday	\$.10 per day
Reserve Materials	2 hours	\$.50 per hour
Reserve Materials	1 day	\$1.00 per day
Videotape	1 week	\$.50 per day
Music CD	1 week	\$.10 per day
AV Equipment	By special arrangement	
Periodicals	NO CHECKOUTS	
Reference Materials	NO CHECKOUTS	

7. A replacement fee will be charged for lost/damaged materials. The fee is based on the current price of the material plus a processing fee of \$20. If a current price is not available, an estimated cost plus processing fee will be charged.
8. A special due date will be set at the end of each semester for all library materials to be returned and all overdue fines to be paid. A list of students with overdue library materials or fines will be sent to the Registrar and Business Offices.
9. Library materials must be returned and fines must be paid before permanent records and transcripts are released. Students will not be able to register or validate for the following semester until their records are cleared with the library.
10. Reserve materials, AV materials, equipment, videotapes, camcorder, digital cameras, CDs, computer software etc. cannot be checked out by courtesy card holders.