**ULM LIBRARY CIRCULATION POLICIES**

**Students: (only enrolled students qualify for library privileges)**

Loan period is 28 days (may be shortened because of ID privilege expiration date)

 Maximum of 20 items may be checked out

 Maximum of 5 renewals per item

 May place holds/recalls

 Recalls change due date to 7 days; recall notice is mailed

 Recalled items not returned result in blocked privileges

 Overdue charges:

 **$ .10/day** with a maximum of $50.00/item for general collection item

 **$ .20/day** for recalled item

 **$ .60/hour or portion of hour** for **2HR Reserve** item

 **$ 5.00/day** for **1, 3, & or 7 Day Reserve** item

 **$ .60/hour or portion of hour** for **Study Room key**

 **$ 5.00/day** for overdue Interlibrary Loan item

 One overdue item will block borrowing privileges

 May not renew McNaughton books

**ULM Employees:**

 Loan period is one year from date of check out

 Maximum of 100 items may be checked out

 Maximum of 1 renewal per item

 May place holds/recalls

 Recalls change due date to 7 days; recall notice is mailed

 Recalled items not returned result in blocked privileges

 No fines for overdue ULM items; charged replacement cost for lost item

 Five overdue items will block privileges

 Loan period for McNaughton is 28 days

 May not renew McNaughton books

**Retired Faculty, Courtesy & LALINC:**

 Loan period is 28 days (may be shortened because of ID privilege expiration date)

 Maximum of 20 items may be checked out

 Maximum of 5 renewals per item

May place holds; may not place recalls

 Overdue charges:

 **$ .10/day** with a maximum of $50.00/item for general collection item

 **$ .20/day** for recalled item

 One overdue item will block borrowing privileges

 Recalled item not returned results in blocked privileges

 **May not check out Reserve items or study room keys**

 **May not use Interlibrary Loan services**

**Reminder: No circulation services are available to persons not falling into one of the above three categories. Also, no interlibrary loan services are available to those in the 3rd category of users.**