Only SCU students, faculty, staff and Alumni Association members in good standing may borrow from the LRC. Up to four (4) items may be checked out at one time. All loans are at the discretion of the Executive Director, LRC – materials may be withheld if they are in-demand by the students or faculty.

Books (General Collection) may be borrowed for fourteen days (14). A/V materials (General Collection) are available for seven day (7) loans. A fine of $0.50 per day will be charged for late returns. Current students, faculty and staff can renew materials once either in person, over the phone, or via email. Alumni Association Members are not eligible for renewals.

Reserve materials may be checked out for a two hour loan during the class day. A fine of $10 will be charged for every late return. Fines will continue to accrue at $10 a day until materials have been returned. Reserve loans cannot be renewed.

Reference materials circulate only to faculty members.

Failure to return materials on time and/or pay fines will result in loss of renewal and borrowing privileges, an academic hold or hold on diplomas and transcripts, or be charged to the Student’s account. Staff overdue fines will be referred to SCU Human Resources.

FINES: Materials checked out from the circulating collections are fined $0.50 (50 cents) per day to a cumulative maximum of $30.00 per book. Reserve materials are fined at $10 a day. Fines accrue even when the library is closed.

Faculty, students, staff and alumni who owe overdue fines on materials are restricted from borrowing until all fines have been paid. Overdue fines must also be paid before materials can be renewed.

Materials not returned to the LRC within thirty days will be considered LOST materials. Overdue fees plus retail replacement cost, plus $35.00 processing charge must be paid. If the item is no longer in print, borrower may be required to obtain a replacement item or pay for item to be replaced through a third-party rare book vendor.

Remember that you are responsible for all the materials checked out in your name, as well as for all outstanding fines. As the borrower, you are expected to protect the materials in your possession and to return them directly to the LRC by the date due. Please take care to return your materials on time and pay for all fines promptly. Loss of materials and failure to pay outstanding fines will result in notification of either the Business Office or the Human Resources Department for appropriate action. Privileges may be withdrawn if there is evidence of abuse of the LRC policies.

Lost & Damaged Materials
If you lose any library material or fail to return materials within 30 days, you are responsible for the retail replacement cost, any overdue fines incurred, and a processing fee of $35.00. If the item is no longer in print, borrower may be required to obtain a replacement item or pay for item to be replaced through a
third-party rare book vendor. If you think you have lost any library material, please notify the LRC staff as soon as possible, so the accrual of overdue fines will cease.

If materials are damaged so as to be judged by the LRC as being unsuitable for the collection, the borrower must pay the replacement plus processing costs. A notice of these charges will be sent to the borrower.

**Material Checkout**
Most materials are checked out for a maximum of 14 days. **Reserve materials may be checked out for two (2) hours.** Students and Alumni Association members can check out up to four (4) items at a time. Faculty may check up to ten (10) titles at a time, for 1 month.

**Renewals & Holds**
Materials can be renewed by phone, e-mail or in-person in the LRC. Current students, faculty, and staff may renew any regularly circulating items once (1 time).

You may place a hold on General Collection material that is checked out. Inquire at the Reference Desk or by email. If there is a hold on the item for another person, a renewal is not permitted. You will be notified by e-mail when the materials reserved become available.

**Return of Materials**
Please return materials promptly so that others may use them. Materials must be returned to the staff at the Circulation at the LRC. Do not return materials through SCU interoffice or U.S. Postal Service mail.

**Reserves**
Check the catalog for materials on reserve (such as textbooks, equipment, study guides, etc.). Loans for these materials are two hours. Please take care to return reserve material on time or costly hourly fines will incur. **Return reserve materials to the staff at the Circulation Desk.**

**Magazines & Periodicals**
Periodicals do not leave the library. You may photocopy the information required within the constraints of SCU Copyright Policy.