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.