

***Library Policy – Material Circulation***

**Policy:**

Murray State College shall establish rules and regulations for the loan of library materials.

**Limits and Regulations:**

1. Standard check-out time for library books is three weeks. Books may be renewed for an additional three week period subject to recall.
2. An overdue notice will be sent one week after the material is overdue. Notices will also be sent in weeks 2, 3, and 4. If the material is not returned at this point, a bill for replacement will be sent to the business office.
3. Magazines and newspapers are to be used in the library. Faculty and staff may check them out for a period of one day.
4. DVD's are loaned for a one week period only.
5. Reserve materials are not circulated.

**History of This Policy:**

First Draft July 18, 2011.