



Circulation Policy

A Central Washington University ID card or library card is required to check out library materials, which includes the general collection and Government Publications. Users are responsible for all materials checked out on their card.

Borrowers

All CWU faculty, staff, students, alumni and the general community may borrow materials from the Libraries.

Alumni can obtain a library card by paying for a membership to the CWU Alumni Association. Contact the Alumni Association for more information.

Community members have the option of paying for 6 month (\$25) or annual (\$50) memberships. Contact the Circulation Desk for more information.

All financial transactions take place in the Cashier's Office in Barge Hall.

Items for Loan

In addition to books and media materials, Circulation offers a variety of items, to include:

- Laptops
- Calculators
- Mice
- Flash Drives
- Adapters
- Headphones
- Dry Erase Markers
- Voice recorders and microphones
- Mini dry erase boards
- Tripods
- Smart Pens
- Audio Recorders
- Projectors
- Point & shoot cameras
- Go Pros
- Wireless Keyboard
- E-Beam
- Light Therapy Box

Summit and Interlibrary Loans (ILL)

All CWU faculty, staff, and students have access to Summit and ILL borrowing.

Alumni and Community borrowers do not have access Summit services, but can use Interlibrary Loan, as long as they pay all attached fees.

Loan Periods

Books:

CWU students, staff, alumni & community	6 weeks
Faculty, graduate students	6 months
Reserve materials	4 hours
Summit/ILL	6 weeks
Periodicals (Centers Only)	4 hours

Media Materials:

DVDs/CDs/Videos	6 days
Summit/ILL DVDs/Videos	6 days
Cameras, GoPros, tripods, recorders	6 days
Headphones, mice, adapters, dry erase, flash drives	4 hours



Laptops	4 hours
DSS Smart Pens and voice recorders	6 months

Loan Rules

Item Limit:

- Student, staff and faculty: 100 book limit; 25 book limit for Children's Literature.
- Community borrower/alumni: 25 total book limit. Summit--not available; ILL available.

All materials are due on the date due, by closing.

Items that do not circulate include: reference, microforms, periodicals, special collections.

Any patron with fines of \$100.00 or more will have borrowing privileges suspended until the fines are paid and their account is in good standing.

Renewals

Books:

- non-faculty: 1 renewals
- faculty: 4 renewals

DVDs/CDs/Videos:

- All patrons: 1 renewal

Summit/ILL/Laptops & equipment/Periodicals (Centers): No renewal

Items that are checked out, and requested by another patron, may not be renewed.

Service and Replacement Charges

All CWU students, staff, alumni, and community borrowers are subject to fines for overdue materials.

Faculty are not subject to overdue fines.

The date stamped in the item is the original notice of the due date. Failure to receive notices does not exempt borrowers from responsibility for charges.

If a billed item is found and returned within a month, the replacement cost will be credited.

Fines and processing fees will not be credited.

All financial transactions take place in the Cashier's Office in Barge Hall. University records may be held until such charges are cleared. Failure to comply with Library policy may result in the revocation of library borrowing privileges.

Fines/Billing

- Book Fines: \$1.00 a day to a maximum of \$15.00.
- Billed items: 28 days past due; Replacement cost, plus \$7.00 processing fee, plus \$15.00 maximum fine.
- Reserves Fines: \$1.00 per hour to a maximum of \$12.00
- Billed items: 24 hours past due; Replacement cost plus \$7.00 processing fee, plus \$12.00 maximum fine

Summit/ILL

- Fines: \$1.00 a day to a maximum of \$15.00.
- Billed items: 28 days past due; \$75.00 replacement fee, plus maximum \$15.00 overdue fine

DVDs/CDs/Videos/Cameras/Media Equipment

- Fines: \$1.00 a day to a maximum of \$7.00.
- Billed items: 15 days past due; Replacement cost, plus \$5 processing fee, plus maximum \$7.00 overdue fine.

Periodicals (Centers)

- Fines: \$1.00 per hour to a maximum of \$12.00.
- Billed items: 24 hours past due; Replacement cost, plus \$7.00 processing fee, plus maximum \$12.00 fine.

Laptops

- Fines: \$10.00 per hour to a maximum of \$50.00.
- Billed items: 24 hours past due; \$1,500 replacement cost, plus \$50.00 processing fee, plus \$50.00 maximum overdue fine

Laptop Rules

Laptops must remain in the Library at all times.

Laptop computers must be returned to the Circulation Desk. Fees may be charged for laptops returned in a book drop.

Borrower assumes responsibility for all costs associated with the loss, theft or damage to the laptop and accessories.

The Borrower must inform the Library Circulation Desk staff immediately of any problems, damages, malfunctions, loss or theft of the laptop computer.

The Borrower will not leave laptops unattended or loan it to another person.

All personal files will be deleted upon return. The Library does not assume any responsibility for files stored to the laptop computer.

Attachment[ProxyForm.pdf](#)**Size**

55.17 KB

[reserve form.pdf](#)

273.02 KB

Source URL: <http://www.lib.cwu.edu/CirculationPolicy>