

The AUS library works hard to deliver materials to all of its patrons in an efficient and timely manner.

Library materials that may be checked out:

- Books, theses, and journals may be checked out by current students, faculty, and staff.
- Videos and DVDs may be checked out by faculty only, for classroom or other use. Students may view videos and DVDs in the library. Headphones and video monitors are available for students to use when viewing videos. DVDs may be viewed on any library computer.
- Audio visual items (digital recorder, etc.) may be checked out to faculty only.

Loan periods for library materials:

- Books may be borrowed for a period of 35 days and may be renewed twice if they are not on hold for another patron. After a period of 105 days, items must be returned or they will be considered missing.
- Books that are new to the collection have a 14-day loan period and may only be renewed once.
- Theses and journals may be borrowed for one week and may be renewed twice.
- Interlibrary Loan materials have varying loan periods. ILL items can generally not be renewed. Please contact the library staff with any questions.
- Reserve materials have varying loan periods. The check out period is set by the instructor.
- Reference books and textbooks may be used in the library only, unless special permission is given by a librarian.
- Videos and DVDs have a two day loan period. Faculty may request to borrow the item for a longer period at the time of checkout.
- Audio visual items have a one day loan period with no renewals.

Reserves

Please see our “reserves” guidelines for faculty. Go to:  
<http://www.antiochseattle.edu/lib/forfaculty.html>, then click on “Course Reserves Policy”.

Maximum number of items checked out at one time:

- Books – 10
- New books – 5
- Theses – 5
- Juvenile collection – 10
- Journals – 10
- Videos/DVDs (faculty only) – 2
- Reserves – varies
- Interlibrary Loan – varies (see Interlibrary Loan section above)
- Audio visual (faculty only) – 1

### Overdue and Lost Items

- Patrons are responsible for returning items to the library on or before the due date.
- Library staff will inform patrons of the due date of borrowed materials. If an item is overdue for more than 21 days, a \$35 lost charge per item will be added to the patron's account.  
Library items not returned within 4 months will incur a \$50 lost processing fine, in addition to the replacement cost of the item.
- The library reserves the right to charge replacement fees for items not returned in addition to the lost charge.
- If a patron wishes to provide a replacement of a lost item, this may be done on a case by case basis, with the permission of a librarian. See a librarian if you have a question about replacing an item.
- Patrons with overdue library materials or unpaid fines may be denied access to campus services, including the granting of degrees and transcripts.

Note: Patrons can check their library record online to see what they have checked out, and the due dates for those items.

### Renewals

- Renewals of library materials may be made in person at the library, by telephone, on online through the AUS Library catalog.
- Renewals take effect from the date requested.
- Patrons wishing to renew Interlibrary Loan or reserve items should contact the library staff. Renewals for these items must be negotiated on a case-by-case basis.
- Overdue items may be renewed on a case-by-case basis.
- An item may not be renewed if another patron has placed a hold on it.

### Holds

- An item that is currently checked out may be placed on hold by another patron.
- Holds may be placed in person at the library, by telephone, email, or online through the AUS Library catalog.
- Items on hold will be held for one week. If an item is not picked up within that week it will be taken off hold and returned to the shelves for circulation.

Note: Patrons who live a long distance from campus may on occasion request to have their library materials mailed to them. Please see a librarian about this service.