

WASHINGTON DC BORROWING PRIVILEGES

	Annual Fee	Books	Book Renewals	Audio-Visual Materials (AV)	AV Renewals	Reference	Reserves	Borrowing Limit	Database Access	Additional Locations Library Loan	ILL
Undergrad	None	14 days	3 renewals	14 days	1 renewal	Do not circulate	In-house use only	None	Yes	Yes	Yes
Graduate	None	60 days	1 renewal	14 days	1 renewal	Do not circulate	In-house use only	None	Yes	Yes	Yes
AUD	None	30 days	1 renewal	14 days	1 renewal	Do not circulate	In-house use only	None	Yes	Yes	Yes
Faculty/Staff	None	90 days	1 renewal	14 days	1 renewal	1 day	In-house use only	None	Yes	Yes	Yes
Community Patron	\$25	14 days	3 renewals	14 days	1 renewal	Do not circulate	In-house use only	10 (AV limit 5)	In library only	No	No
Alumni	None	14 days	3 renewals	14 days	1 renewal	Do not circulate	In-house use only	10 (AV limit 5)	In library only	Up to 5 items	Up to 5 items

General Guidelines

1. You are responsible for the materials that you borrow.
2. You are responsible to know when your materials are due.
3. You are responsible to return your materials on time.
4. You may check your due dates online [here](#).
5. Your library card is valid at the Charles & Gloria Jones Library at the Lancaster and Maryland locations. When borrowing from other than your main library, you must abide by the policies in effect at that location.

Fines

1. \$0.25 per day / per item
2. Maximum fine \$5 per item
3. Fines/fees can be paid in cash or check (payable to Lancaster Bible College)
4. **Once fines/fees reach a total of \$20** you will be blocked from any further borrowing until the fines/fees are paid.

Lost Items

Items not returned ninety days after the due date will be declared "lost." Patrons are responsible to pay the replacement cost plus a \$10.00 processing fee for each lost item. LBC students will not be able to register until the lost item fine is paid or arrangements made for payment.

Re-shelving Materials

Please do not re-shelve items yourself. Place any materials you remove from the shelves, but decide not to borrow, on the green RESHELVE SPOTS you find throughout the library.

The Charles & Gloria Jones Library

301.552.1400 | library.lbc.edu | Circdesk@lbc.edu