

CIRCULATION POLICIES

BORROWING PRIVILEGES

A library card must be presented to check out materials from the library.

The following person qualify for a library card:

- Students enrolled for the current semester
- Faculty members, staff, and spouses of Bethel College & Bethel Church
- Bethel Church members
- Persons who pay a yearly fee of \$50

CHECK-OUT PERIODS

Two weeks: General collection, cassettes, CDs, DVDs, Videos.

In Library use only: All reference books, microforms, periodicals, vertical file material, two hour reserve items.

NUMBER OF ITEMS FOR CHECKOUT

General collection books:

- 3 items per person (max)

All other materials:

- 2 items of each type at a time

RETURNING BOOKS

All materials should be returned to the Circulation Desk or left on the study tables.

PLEASE DO NOT RESHELVE THE ITEM.

RENEWALS

All items are renewed for the original loan period, except for reserve items. An item may be renewed only one time. If borrowing privileges are suspended, or if the material has been placed on hold by another borrower, renewal is not allowed.

FINES AND CHARGES

Fines will accumulate from the date the book is due unless it is renewed, returned, or reported lost. These fines are accumulated per item checked-out. General collection items are \$.25 per day. Two-hour checkouts are \$2.00 per hour. If the patron has outstanding library fines, borrowing privileges will be suspended until this matter is resolved.

PRINTING

Cost for printing from the library computers is \$.10 per sheet.

LOST BOOK CHARGE

Books not returned by the last day of the semester and books that are sixty or more days overdue will be presumed lost. A processing charge of \$15 will be added to the

fine owed at that time. Returning a "lost" book will remove the book charge, but not the fine.

- Replacement cost for lost books include the following charges:
 - Current market value of the book
 - \$15 default processing fee
 - all fines incurred
- Any remaining fines and charges at the end of the semester will be reported to the Administration Office and added to your bill.
- Any materials returned after the transfer of records to the Business Office will be credited to your account, but the fees and fines will remain.
- All items will be due the **LAST** Friday of the semester.

ON-LINE CATELOG

The Bethel College library catalog is available on the web and can be accessed from any computer with Internet capabilities. Students can determine if items are available for checkout and then come to the library to check them out.

COMPUTER GUIDELINES

Bethel College has computers in the library that are reserved for Internet and catalog research. Cost for printing is \$.10 per sheet.

- The library may limit the use of the research computers to thirty (30) minutes due to high demand. Please respect the needs of others.
- Computers located in the library are available for word processing; please check with the administration office for use of these computers.

DISCIPLINE

The Code of Conduct outlined in the Student Handbook also applies to the library.

- The purpose of the library is to assist in classroom and personal research, to support the curriculum, and to meet the recreational and informational needs of our users.
- Expressions of impatience lack of consideration for others, and selfishness are not characteristics of Christ. The rules and limitations are to insure all will have equal access to the materials.