BORROWING PROCEDURES FOR WILKES STUDENTS

1. Students must have a current Wilkes WIN Card to check out books, A-V materials, reserves and laptops.

2. Books from the circulating collection may be borrowed for a period of one (1) month and may be renewed one time, allowing for a maximum loan of two (2) months.

3. DVDs may be borrowed for a period of three (3) days and CD-Books for fourteen (14) days. A-V materials cannot be renewed.

4. Students can have no more than twenty-five (25) books checked-out at one time. Students can have no more than two (2) DVDs checked-out to their account at any time.

5. Students are responsible for all Library materials checked-out to their accounts.

6. If student is blocked because of overdue books, a-v items or fines they must return overdue materials or pay fine before they are allowed to check-out additional materials.

7. Fines are twenty-five cents ($.25) per day for each overdue book and one dollar ($1.00) per day for each overdue DVD or CD-Book.

8. Reserve materials circulate as directed by faculty. No renewals are allowed for 1-Day or 3-Day Reserves.

9. Laptops are available at the Circulation Desk for student use in Library only. A current Wilkes WIN Card is needed to check out laptops. No other form of ID is accepted.

10. If there is any damage to the laptop or it is lost the repair/replacement cost is $1500.00 and will be charged to the borrower.