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Reserve Items

A library card represents a patron's privilege to borrow circulating materials and to access noncirculating materials. Alvernia University students, faculty, and staff use their Alvernia IDs as their library cards. Library cards are not transferable. A patron is responsible for all materials borrowed on his or her card, including any unauthorized use until the library has been notified by the patron that the card is lost or stolen.

A patron must replace a lost Alvernia ID or library card to continue borrowing library materials.

Students and faculty from ACLCP affiliated colleges and Berks County residents may obtain a community library card by completing an application form which includes their current home address, and by presenting a current and valid photo ID.

The loan period for circulating materials owned by the Alvernia University Library is thirty days. Faculty, staff, and graduate students can check out books for one semester. Patrons may renew circulating book loans. Faculty may renew DVDs. Renewals may be requested in person, by phone or by self-renewal online. Books may be renewed only once. Renewal of loans may not be automatic. The library usually extends renewal privileges to patrons; however, if during the previous borrowing period, another patron has requested a particular book by placing a hold, that book will not be renewed, but will be held for the other patron.

Students may borrow a maximum of fifty items at one time. Library staff may request a patron limit his or her borrowing as circumstances require. Community patrons may check out 5 items for 30 days.

Borrowed materials are considered "returned" only when they are brought into the library during posted business hours and given to a library employee at the Orculation Desk or placed in the returns bin during non-business hours. Items not returned will be treated as overdue materials.

See the Interlibrary Loan Materials section for policies for items obtained through interlibrary loan. These items are now owned by the Alvernia University Library; they are borrowed from other libraries.

As a courtesy, the library will notify a patron by email about materials that are overdue; however, it is the responsibility of the patron to know when his or her materials are due and to return them in a timely manner. After two overdue notices have been sent, patrons will automatically be billed for the material. An item which has not been returned within two months is considered a lost item.

A patron declaring an item to be lost is responsible for paying the replacement cost of \$100. Replacement cost covers replacement cost of the item and processing. Said lost item remains the property of Alvernia University and payment of replacement costs does not transfer title of the material to the patron.

A patron who declares an item to be stolen, may have the replacement cost waived at the discretion of a Librarian or Library Director.

of

N/A

N/A

This section contains any forms or exhibits referenced by this policy.
