

## LIBRARY AND LEARNING RESOURCES - LENDING POLICIES

The Gnomon Library may be used by all members of the Gnomon Community (e.g., students, faculty, and staff).

### **BORROWING PRIVILEGES**

Most materials are available for checkout. Exceptions include print magazines and "Course Reserve" materials.

"Course Reserve" materials are supplemental materials placed in the library by faculty for student reference and must remain in the library to allow access to these materials by fellow classmates.

### **HOLDS**

If an item is in use, a HOLD may be placed on that item. When that item is returned, and a HOLD is active, the next student waiting will be notified.

### **LOAN PERIODS**

Items may be checked out for two (2) weeks. Items returned late may be subject to the suspension of the student's borrowing privileges until ALL items have been returned.

### **LOST ITEMS**

The library reserves the right to charge the current value of the lost item(s) to the student. If a resolution to either replace the lost item or lost item fee is left unpaid, the issue may be referred to the Bursar.

### **FOOD & DRINK**

Food/ drinks are not permitted in the library or any lab spaces. Please place drinks on the table located outside the Library/ VR Lab/ Figure Drawing rooms.

### **CELL PHONES**

Please take all personal phone calls outside of the library.

### **PURCHASE RECOMMENDATION(S)**

Purchase recommendations are welcome from students, faculty, and staff. Faculty requests are given the highest priority, followed by newly published books provided they support Gnomon programs and/or courses.

### **ISSUE OF CONCERN**

The Library is committed to ensuring the space is welcoming and offers resources and services that meet the information needs of the Gnomon community. Please see the Librarian for assistance with questions or concerns regarding the library's resources, services and/ or policies.

This policy is current as of the date of publication and is subject to change based on the needs of the Gnomon community. Changes will be communicated in a timely manner to avoid conflict in policy understanding, adherence or implementation.