

**Kentucky Wesleyan College**  
**Howard Greenwell Library**

**CIRCULATION POLICY**

1. All borrowers must present a valid Kentucky Wesleyan College photo ID or register for a library card before they may check out materials.
2. Some materials may not be checked out. These include reference materials, periodicals and selected AV materials.
3. Loan periods and fines for circulating materials are as follows:
  - Books /CDs - checked out for 3 weeks - fine is 10 cents per day, with a maximum fine of \$10.00 per item
  - DVDs - checked out for 3 days - fine is \$1.00 per day, with a maximum fine of \$10.00 per tape.
4. The replacement charge for lost materials is the current price of the item plus a \$10.00 processing fee. Charges for out-of-print or unavailable materials are assessed at the original cost (or \$25.00, whichever is greater) plus a \$10.00 processing fee.
5. Materials may be renewed only if all fines have been paid in full and all overdue materials have been returned. Materials that have been requested and reserved by another patron may not be renewed. Materials may be renewed online one time only. Materials may not be renewed by telephone.
6. Borrowing privileges of patrons having overdue materials and/or unpaid fines or fees will be suspended. These privileges will be reinstated when all fines have been paid and all materials returned, or a replacement cost has been paid.
7. At the end of each semester, the Registrar will be notified of those Wesleyan students having overdue materials and/or unpaid fines or fees in excess of \$10.00 at Kentucky Wesleyan College, Brescia University and Owensboro Community College (OCTC) libraries. Transcripts will be held until all fines or fees have been paid and all materials returned.

**\*\*\*\*\* Brescia University and OCTC Students \*\*\*\*\***

1. Brescia University and OCTC students may borrow up to three (3) items at one time.
2. Materials may be recalled for the use of KWC students and faculty at any time. These materials must be returned no later than one day after such notification is given.
3. At the end of each semester, the names of students having overdue materials and/or unpaid fines or fees over \$5.00 will be forwarded to the respective registrar's office. Transcripts will be held and students will not be allowed to register for another semester until all materials are returned and all fines or fees are paid.