



Davis Memorial Library Circulation and Conduct Policies

This handout is to help you become aware of existing policies that the library has in place for borrowing materials and for personal conduct in the building. Please become familiar with all Davis Memorial Library policies.

Circulation Policies for Undergraduates

Library Cards:

Your Student Identification Card also serves as your library card. Your library card is required to borrow any materials from the library. If you are new to borrowing items from the library, please ask a Circulation Desk staff member to enter you into the system so that you can check-out materials immediately. Daytime student library cards expire at the end of the spring semester, and Education student cards expire at the end of each semester.

Borrowing Periods:

Regular Collection

Student Type	Checkout Limit	Regular Books	Reference Books	Journals and Magazines	Music CDs and LPs	Videos	CD-ROMs	Art Prints and Maps
Day, Evening, and Summer Students	25 Items	28 Days	In-house	In-house	3 Days	3 Days	28 Days	7 Days
Education Students	25 Items	28 Days	In-house	In-house	3 Days	3 Days	28 Days	7 Days

Teaching Materials Collection

Student Type	Education	Professional	Textbooks	Big Books	Kits	Activity Kits
Day, Evening, and Summer Students	7 Days	14 Days	In-house	In-house	In-house	In-house
Education Students	7 Days	14 Days	14 Days	7 Days	7 Days	Two-Hour Reserve

Renewing Books:

Most library materials can be renewed two times before having to be returned. Renewal periods last the same as a normal check-out period unless an item has been placed on hold for another patron. In the event an item has been placed on hold, the item may be recalled for the current borrower. Most items may be renewed online through the library's online catalog found at the Davis Memorial Library homepage. Some items, including videos and DVDs, may only be renewed by person at the Circulation Desk or by phone (630-7645). Students will not be allowed to renew any overdue items online.

Overdue Items and Fines:

The library charges overdue fines on all materials. A seven-day grace period is given before being assessed a 10 cent-per-day fine on items such as regular books, music scores, and CD-ROMs. Other items including videos and some Educational materials will be charged a \$1.00 per day fine with no grace period.

Interlibrary Loan:

Books and journal articles that cannot be obtained at Davis Memorial Library may be requested from other libraries. The interlibrary loan service is free to students as long as items are picked-up on time and returned on time in the condition they were issued. For more information, inquire about this service at the Circulation Desk. Electronic ILL forms can be found on the library's website under the link for Library Services.

Student Printing:

Students can print from most computer terminals in the library for free. Student print-outs can be retrieved at the Circulation Desk along the back counter. Students may also request color print jobs for 50 cents per copy.

Student Photocopying:

Photocopying is available for students in the library. Students may make copies at the cost of 10 cents per copy.

Code of Conduct

Patrons are responsible for educating themselves on the conduct policies of the library. Any library staff member may enforce conduct policy. Please review the following to get an idea of the library's conduct policies at a glance:

Noise Policy:

- Patrons should be mindful of others around them and limit conversation in all study areas of the library.
- Designated areas for group study are located on the second floor of the library and in the basement. Please use appropriate levels of conversation in these areas.
- Computer work stations are designed for study and research, not as areas of socializing.
- No cursing or yelling of any kind will be tolerated in the library. Patrons in violation will be asked to leave the library.

Cell Phones and Other Electronic Devices:

- All cell phones and other similar electronic devices must be set to vibrate or silent mode upon entering the library.
- Designated areas of the library for conducting cell phone conversations include any closed individual or group study room on the second floor or mezzanine, the stairwells to the second floor, the basement study room, and outside the front entrance to the library.
- If you must receive a phone call in the library, please be courteous to those around you, and keep your conversation brief.
- If you need to use audio output for any desktop or laptop computer or other electronic device, headphones must be used. The only exception is when using these devices in the library multimedia room on the first floor, in study rooms on the second floor, or the group study room in the basement. To obtain a set of headphones, please request at the Circulation Desk.

Food, Drink, Tobacco Policy:

- Patrons are strongly advised against bringing any kind of food or food containers into the library.
- All food consumption is strictly prohibited on the first and second floors of the library. The only designated area for eating food is the basement study room.
- Only beverage containers that have lids or closeable tops will be permitted in the library. Lids may include snap-on lids, bottle tops that have been screwed tight, and lids with straws.
- All beverages without lids, with leaking containers, or ring tops are not allowed in the library. Patrons bringing these containers into the library will be asked to throw them out or leave the building.
- Any use of tobacco inside the library building is strictly prohibited.
- Smoking is permitted outside the entrance to the library. Please be respectful of the campus, and dispose of all cigarette butts in the proper receptacles.