



# HVERFORD COLLEGE

## Library Borrowing Privileges

The borrowing privileges extended to library patrons varies by their association with the college. Details for each type are outlined below.

### Faculty

	<b>Borrowing Length</b>	<b>Renewals</b>	<b>Overdue Fines/Penalties</b>
<b>Books &amp; Music Scores</b>	Feb 15 of next year	Renewable via your online account, phone (610-896-1175), e-mail, or in person	Replacement costs if book is lost
<b>Recalled Materials</b>	Generally due 5 days after the other patron's request	Not renewable	Account blocked
<b>Bound Journals &amp; Sound Recordings</b>	28 days	2 renewals via your online account, phone (610-896-1175), e-mail, or in person	Replacement costs if lost
<b>Videos/DVDs</b>	1 week (Limit: 10 at a time)	1 renewal via your online account, phone (610-896-1175), e-mail, or in person	Replacement costs if video/DVD is lost
<b>Current Science &amp; Music Journals</b>	In-Library Use Only		
<b>Special Collections</b>	Case-by-case	Request by e-mail or in person	
<b>E-ZBorrow Books</b>	28 days	2 renewals via your online account or e-mail	
<b>Interlibrary Loan Materials</b>	Varies - see white band on the item	Request renewal by responding to the "soon-to-be-due" courtesy e-mail; lending library may grant or refuse renewal	Replacement costs if material is lost

## Student

	<b>Borrowing Length</b>	<b>Renewals</b>	<b>Overdue Fines/Penalties</b>
<b>Books, Music Scores, Bound Journals, &amp; Sound Recordings</b>	28 days	2 renewals by via your online account, phone (610-896-1175), or email; 3rd renewal can be done in person only	3 week grace period with no fines, after that: at least \$15 fine
<b>Recalled Materials</b>	Generally due 5 days after the other patron's request	Not renewable	\$2 per day
<b>Videos/DVDs</b>	1 week (Limit: 5 at a time)	1 3-day renewal via your online account, phone (610-896-1175), or email	HC, BMC items: 10 day grace, then at least \$15 fine* — SC items: \$1/day
<b>Current Science &amp; Music Journals</b>	In-Library Use Only		
<b>Special Collections</b>	Case-by-case	Request by email or in person	
<b>E-ZBorrow Books</b>	28 days	2 renewals via your online account or email	\$1 per day
<b>Interlibrary Loan Materials</b>	Varies - see white band on the book or material	Request renewal by responding to the "soon-to-be-due" courtesy e-mail; lending library may grant or refuse renewal	\$1 per day
<b>Reserves</b>	2 hours, in-library use. Most items may be checked out overnight and are due within 2 hours of opening the following day.	Unlimited renewals in person at the circulation desk, unless the item has been requested by another patron	HC items: 2 day grace period, but professor is notified, then at least \$15 fine* — BMC items: \$1/hour — SC items: 1 penalty point/hr

\*After the grace period a bill is sent that includes a replacement cost for the material, a \$10 processing fee and a \$15 billing fee. Items returned after a bill has been sent will have the replacement cost and \$10 fee waived; the \$15 fine stands. Items returned after a bill has been sent to the Business Office for collection will only have the replacement cost waived; \$25 stands.

## Senior Thesis Student

	<b>Borrowing Length</b>	<b>Renewals</b>	<b>Overdue Fines/Penalties</b>
<b>Books &amp; Music Scores</b>	1 semester	2 renewals via your online account, phone (610-896-1175), or email; 3rd renewal can be done in person only	3 week grace period with no fines, after that: at least \$15 fine
<b>Recalled Materials</b>	Generally due 5 days after the other patron's request	Not renewable	\$2 per day
<b>Videos/DVDs</b>	1 week (Limit: 5 at a time)	1 3-day renewal via your online account, phone (610-896-1175), or email	HC, BMC items: 10 day grace, then at least \$15 fine* — SC items: \$1/day
<b>Bound Journals &amp; Sound Recordings</b>	28 days	Renewable via your online account, phone (610-896-1175), email, or in person	3 week grace period with no fines, after that: at least \$15 fine
<b>Current Science &amp; Music Journals</b>	In-Library Use Only		
<b>Special Collections</b>	Case-by-case	Request by email or in person	
<b>E-ZBorrow Books</b>	28 days	2 renewals via your online account or email	\$1 per day
<b>Interlibrary Loan Materials</b>	Varies - see white band on the book or material	Request renewal by responding to the "soon-to-be-due" courtesy e-mail; lending library may grant or refuse renewal	\$1 per day

<b>Reserves</b>	2 hours, in-library use. Most items may be checked out overnight and are due within 2 hours of opening the following day.	Unlimited renewals in person at the circulation desk, unless the item has been requested by another patron	HC items: 2 day grace period, but professor is notified, then at least \$15 fine* — BMC items: \$1/hour — SC items: 1 penalty point/hr
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\*After the grace period a bill is sent that includes a replacement cost for the material, a \$10 processing fee and a \$15 billing fee. Items returned after a bill has been sent will have the replacement cost and \$10 fee waived; the \$15 fine stands. Items returned after a bill has been sent to the Business Office for collection will only have the replacement cost waived; \$25 stands.

## Staff

	<b>Borrowing Length</b>	<b>Renewals</b>	<b>Overdue Fines/Penalties</b>
<b>Books, Music Scores, Bound Journals, &amp; Sound Recordings</b>	28 days	2 renewals by via your online account, phone (610-896-1175), or email; 3rd renewal can be done in person only	3 week grace period with no fines, after that: at least \$15 fine
<b>Recalled Materials</b>	Generally due 5 days after the other patron's request	Not renewable	\$2 per day
<b>Videos/DVDs</b>	1 week (Limit: 5 at a time)	1 3-day renewal via your online account, phone (610-896-1175), or email	HC, BMC items: 10 day grace, then at least \$15 fine* — SC items: \$1/day
<b>Current Science &amp; Music Journals</b>	In-Library Use Only		
<b>Special Collections</b>	Case-by-case	Request by email or in person	
<b>E-ZBorrow Books</b>	28 days	2 renewals via your online account or email	\$1 per day
<b>Interlibrary Loan Materials</b>	Varies - see white band on the book	Request renewal by responding to	\$1 per day

	or material	the "soon-to-be-due" courtesy e-mail; lending library may grant or refuse renewal	
<b>Reserves</b>	2 hours, in-library use. Most items may be checked out overnight and are due within 2 hours of opening the following day.	Unlimited renewals in person at the circulation desk, unless the item has been requested by another patron	HC items: 2 day grace period, but professor is notified, then at least \$15 fine* — BMC items: \$1/hour — SC items: 1 penalty point/hr

\*After the grace period a bill is sent that includes a replacement cost for the material, a \$10 processing fee and a \$15 billing fee. Items returned after a bill has been sent will have the replacement cost and \$10 fee waived; the \$15 fine stands. Items returned after a bill has been sent to the Business Office for collection will only have the replacement cost waived; \$25 stands.

## **Alumnus/a**

**Alumni may have up to 15 items checked out at a given time.**

	<b>Borrowing Length</b>	<b>Renewals</b>	<b>Overdue Fines/Penalties</b>
<b>Books &amp; Music Scores</b>	28 days	2 renewals via your online account, phone (610-896-1175) or email; 3rd renewal can be done in person only	3 week grace period with no fines, after that: at least \$15 fine
<b>Recalled Materials</b>	Generally due 5 days after the other patron's request; you cannot recall items from other patrons	Not renewable	\$2 per day
<b>Videos/DVDs</b>	4 days (Limit: 3 at a time)	1 renewal	HC items, BMC items: 10 day grace, then at least \$15 fine* — SC items: \$1/day

<b>Periodicals/Journals</b>	In-Library use only		
<b>Sound Recordings</b>	1 week	1 renewal	HC items: 10 day grace period, then at least \$15 fine*
<b>E-ZBorrow Books</b>	Not available for use		
<b>Interlibrary Loan Materials</b>	Not available for use		

\*After the grace period a bill is sent that includes a replacement cost for the material, a \$10 processing fee and a \$15 billing fee.

## Patron with Courtesy Privileges

Those with courtesy borrowing privileges may have up to 10 items checked out at a given time.

	<b>Borrowing Length</b>	<b>Renewals</b>	<b>Overdue Fines/Penalties</b>
<b>Books &amp; Music Scores</b>	28 days	2 renewals via your online account, phone (610-896-1175) or email; 3rd renewal can be done in person only	3 week grace period with no fines, after that: at least \$15 fine
<b>Recalled Materials</b>	Generally due 5 days after the other patron's request; you cannot recall items from other patrons	Not renewable	\$2 per day
<b>Videos/DVDs</b>	4 days (Limit: 3 at a time)	1 renewal	HC items, BMC items: 10 day grace, then at least \$15 fine* — SC items: \$1/day
<b>Periodicals/Journals</b>	In-Library use only		
<b>Sound Recordings</b>	1 week	1 renewal	HC items: 10 day grace period, then at least \$15 fine*
<b>E-ZBorrow Books</b>	Not available for use		

<b>Interlibrary Loan Materials</b>	Not available for use		
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\*After the grace period a bill is sent that includes a replacement cost for the material, a \$10 processing fee and a \$15 billing fee.