

**Viterbo University
Todd Wehr Memorial Library**

Check-out Policies

Loan Periods:

- Books - 30 days, 1 renewal
- Reference books - no checkout
- Reserves - as designated (generally 2 hours/in library use)
- Periodicals - 2 hours with the permission of a member of the library staff
- Music CDs - 1 week
- DVDs and Videos - 3 days
- Career collection - 3 days

Overdue and Late Charges:

It is the responsibility of the borrower to know and abide by all due dates. As a courtesy, the library will send email notifications of overdue items to Viterbo email accounts. Failure to receive an overdue notice does not absolve a borrower of their responsibility to return items on time. Equipment is considered lost two weeks past the due date. All other items are considered lost 30 days past the due date. Once lost, replacement charges will be billed to university accounts. Replacement costs for all items are \$50 or the cost of the item, whichever is greater, plus a \$10 processing fee. Accounts may be charged earlier at the end of each semester for graduating students.

Renewals: Renewals may be made in person, with or without the item, by email, or by phone. Materials with a hold placed on them cannot be renewed. Items that are overdue but are not considered lost may be renewed.

Holds: Holds may be placed on items that are checked out to another person. When the due date is reached and the item is returned, the patron who placed the hold will be notified. The item will be held for 7 days at the main desk.

Reserves: A listing of [course reserves](#) is available by title and instructor in the online catalog. Reserve items are located at the circulation desk. Please have the instructor's name, department, course number, and title of the item ready when asking for reserves.

Returns: Materials may be returned to the main desk when finished. Books and other materials used outside of the library may be returned to the circulation desk. The book drop box outside the main entrance to the library may be used for books only. Return other materials inside to prevent damage.

Who May Borrow: Students, employees, and alumni of Viterbo University; members of the Friends of the Library program; FSPAs; Viterbo University emeritus faculty and retirees; students from the University of Wisconsin-La Crosse, Western Technical College, or Aquinas Schools; employees of Franciscan Skemp Healthcare-Mayo Health System and Gunderson/Lutheran Medical Center; parish nurses; and local clergy members are welcome to

use the resources at Viterbo University. A valid university ID or other suitable photo ID must be presented for all borrowing procedures. Privileges for non-Viterbo users may be withheld until credentials can be verified.