



TODD WEHR MEMORIAL LIBRARY

Check-out Policies

Loan Periods:

- Audio visual items – 1 week
- Books (students) – 1 month
- Books (employees) – 3 months
- Career collection – 1 month
- Equipment – 1 week
- Periodicals – No checkout
- Reference books – 3 days
- Reserves – Set by instructor

All items are due at the end of each semester.

Responsibility:

The borrower is responsible for materials checked out to their account. They are also responsible for paying for damages or lost items. All patrons must sign an equipment agreement before checking out any equipment from the library. Library equipment is for the shared use of Viterbo University faculty, students, and staff. No library equipment may leave the country or be checked out for an extended period without prior approval.

Check-out and interlibrary loan privileges may be suspended or revoked until lost material is returned or until all invoices are settled. Habitually overdue or invoiced library materials may lead to the permanent revoking of library privileges. (See the University policy, *Reporting suspected fraudulent or illegal activity*, and the Employee policy, *Termination*, which refer to mandatory reporting of theft of University property and unauthorized possession of University property.)

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. Invoices may be issued earlier at the end of each semester.

Once lost, the borrower will be invoiced for the replacement cost of the item as determined by library staff. With prior approval, the borrower may provide a like or new replacement in lieu of the replacement cost. In either case, a processing fee of \$10 per lost item will be charged with the total processing fees capped at \$30 for three or more items. Canned goods are accepted in lieu of processing fee payments (three canned goods = \$10). Processing fees are waived for current Viterbo employees.

Renewals: Library materials may be renewed once. Renewals may be made in person, by email, by phone, or by signing into My Library Account from the library's webpage. Materials with an active hold or that have been recalled cannot be renewed. The renewal of overdue items must be approved by library staff.

Holds: Items placed on hold will be held for 7 days at the main desk. Holds may be placed on items that are checked out to another person. When the item is returned, the patron who placed the hold will be notified. Library equipment can be scheduled ahead of time by current Viterbo employees and students.

Reserves: Reserve items are located at the main desk. A listing of course reserves is available by title and instructor name in the online catalog. Check out periods are set by the instructor submitting the reserve. Reserve materials will be ready for check out the following day. All reserves must be removed at the end of each semester in accordance to copyright laws. Interlibrary loan materials may not be placed on course reserve.

Returns: Materials may be returned to library staff at the main desk, the indoor book return slot on the side of the main desk, or the outside book return box at Murphy Center's south entrance. Please return library equipment and fragile materials indoors to prevent damage.

Who May Borrow: Current students and employees, alumni, retired and emeritus Viterbo employees, members of the Friends of the Library program, members of the FSPA. A valid photo ID must be presented to create a borrower account.