

# PATRON CHECKOUT PRIVILEGES - LEATHERBY LIBRARIES

Patron Type	Student Orange Campus & Law School	Alumni	Community Patron, Guest, Town & Gown, & President's Circle	Emeritus & Retired Faculty	Staff, Administrator, Adjunct Faculty & Visiting Scholar	University College Student, Staff & Faculty	Executive Level Trustee, Governor, President's Cabinet, Senior Staff & Deans	Faculty Orange Campus & Law School
Maximum # of items checked out on a library account	50 Items	10 Items (3 Audio/Visual)	10 Items (No Audio/Visual)	10 Items	50 Items	20 Items (5 Audio/Visual)	100 Items	100 Items
<b>Check-out Times and Renewal Limits</b>								
Circulating Collections: Books, Oversize Books, Alumni, Friedman, Muth & Graphic Novels	4 weeks (2 renewals)	2 weeks (1 renewal)	2 weeks (1 renewal)	4 weeks (2 renewals)	4 weeks (2 renewals)	6 weeks (1 renewal)	16 weeks (2 renewals)	16 weeks (2 renewals)
McNaughton Books	2 weeks (2 renewals)	2 weeks (1 renewal)	2 weeks (1 renewal)	2 weeks (2 renewals)	2 weeks (2 renewals)	2 weeks (1 renewal)	2 weeks (5 renewals)	2 weeks (5 renewals)
Audio/Visual: Audio CD's, Cassette Tapes, DVD's, CD-ROM's, Music CD's & Videos	7 days (2 renewals)	2 day (1 renewal)	No Check-out	7 days (2 renewals)	7 days (2 renewals)	2 weeks (1 renewal)	2 weeks (5 renewals)	2 weeks (5 renewals)
Reserve Collection: Books, Binders, Audio CD's, CD-ROM's, DVD's, Pamphlets, Dry Erase Kits, Videos, etc.	*	No Check-out	No Check-out	No Check-out	*	*	*	*
Media Equipment: Media Rooms, Head Phones, Cassette Player & Slide Viewer	1 - 3 Hours (No Renewals)	No Check-out	No Check-out	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)
Non-Circulating Collections: Abstracts, Atlases, Journals, Microforms, Newspapers, Periodicals, Reference & Thesis	Limited checkout with approval from a Reference Librarian							
Special Collections & Archives	Limited checkout with approval from the Head of Special Collections & Archives							
Holocaust Memorial Library	Limited checkout with approval from Holocaust Memorial Library							
ILL (Inter-Library Loan)	**	N/A	N/A	N/A	**	**	**	**

\* Limit of 3 reserves items at one time, check-out period is designated by Professor: (e.g. 1HR In Library Use Only, 2HR, 6HR, 12HR, 24HR, 3 Day or 7 Day). No renewals.

\*\* Checkout time for Orange Campus & University College patrons is determined by the lending library. Requests by Law School patrons will be processed by the Law Library.