

Circulation Policies

Vernon & Doris Bishop Library - Lebanon Valley College

Borrowing Privileges:

All currently enrolled LVC students, faculty, and staff have borrowing privileges at Bishop Library. Members of the LVC campus community must present their LVC I.D. card to check out materials. Emeriti staff and retirees may show current photo I.D., like a PA Driver's license, in lieu of an LVC I.D. card.

LVC alumni, currently enrolled ACLCP students, faculty and staff, and community members in the 170- zip code or affiliated with the Community Music Institute can apply for a library card. A current photo I.D., like a PA Driver's license, or current school I.D. must be presented as proof of identification. To apply for a library card, you must be in 10th grade or older. Library privileges are for two years with the exception of any students, faculty or staff from an ACLCP institution. Their privileges last the length of the current semester in which they are actively teaching, enrolled or are employed.

Borrowing privileges can be suspended for abuse of library policies.

Overdue Policy:

Patrons will be billed a \$50 flat replacement fee and a \$15 processing fee for any materials overdue 30 days or more. At the 30-day deadline, patrons will receive a bill with the amount owed and the account will be sent to the business office. Library accounts will be blocked from further use until the fees have been paid or the items have been returned. Once the business office receives library charges, the processing fees remain even if items have been found and are returned. No refunds will be issued for items paid.

Loan Periods:

Students, faculty, and staff (including emeriti and retirees) may check out up to 100 items including:

- Books, new books & audiobooks for 4 weeks, 2 renewals.
- DVDs & CDs for 1 week, 2 renewals with a limit of 10 items allowed per item type.
- Laptops and other equipment.

LVC alumni may check out up to 10 items including:

- Books, new books & audiobooks for 4 weeks, 1 renewal. No DVDs & CDs allowed.

Community members & ACLCP students, faculty and staff may check out up to 10 items including:

- Books & audiobooks for 4 weeks, 1 renewal. No new books, DVDs or CDs allowed.

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Non-Circulating Materials: Reference books, archival materials, and periodicals do not circulate.

Reserves: Loan periods for reserve materials can vary depending upon the course requirements.

Reserve Overdue Policy: Patrons will receive a pre-replacement bill which includes replacement fees and a \$15 processing fee for any materials overdue 24 hours or more. Items overdue for 48 hours or more will be sent to the business office. Library accounts will be blocked from further use until the fees have been paid or the items have been returned.

Interlibrary Loan: Loan periods for ILL materials are decided upon by the lending library and can vary. Interlibrary Loan service is not available to LVC alumni, ACLCP students, faculty and staff, or community members.