



Knight-Capron Library

Policy: Circulation Loan Periods & Permissions

Date: 2 October 2020

Policy Statement:

This policy details who may borrow materials from the Knight-Capron Library, as well as related information such as loan periods, renewals, and fine schedule for the various patron groups who utilize the Knight-Capron Library.

Identification

Current students, faculty, and staff will be asked to present their University of Lynchburg ID card in order to borrow materials from our collections. Community members who have been granted borrowing privileges will be asked to present a valid photo ID when checking out items.

Due Dates

Patrons are responsible for renewing or returning items on or before their due dates.

Loan Periods

Item Type	Employees	Undergrad Students	Grads Students & Westover	Community Borrowers
Books	Semester's End	28 days	Semester's End	28 days
DVDs	7 days	7 days	7 days	X
CDs	14 days	14 days	14 days	X
Multimedia	28 days	28 days	28 days	X
Periodicals	3 days	3 days	3 days	3 days
Equipment	14 days	14 days	14 days	X
Interlibrary Loan	Varies	Varies	Varies	X

Renewals

Items may be renewed once unless a hold has been placed on the item. Items must be returned to the library to request subsequent renewals. Items may be renewed by the following methods:

- **In-person** | At the service desk
- **By telephone** | 434.544.8430
- **Online** | [Library Account Login](#)

Overdue Fines & Replacement Fees

Item Type	Overdue Fine	Replacement
Books	X	List price + \$25 Processing Fee
DVDs	\$0.50 / day	List price + \$25 Processing Fee
CDs	\$0.50 / day	List price + \$25 Processing Fee
Multimedia	\$0.50 / day	List price + \$25 Processing Fee
Periodicals	X	List price + \$25 Processing Fee
Equipment	\$3.00 / hour	List price + \$25 Processing Fee
Interlibrary Loan	\$1.00 / day	Varies

Non-Circulating Materials

Materials in the following collections are non-circulating and may only be requested for in-house use inside the library:

- Archives
- Microforms
- Special Collections