

College of Saint Mary Library

Lending Policy

1. Only College of Saint Mary students, faculty, staff, alumnae, and community users* may borrow materials.

* Community users are defined as members of the Religious Sisters of Mercy, students enrolled at Mercy High School, and students enrolled at another college in Nebraska.

2. In order to borrow an item, the patron must have a valid user account in the College of Saint Mary library circulation system.
3. Patrons cannot borrow reference books or individual issues of magazines, journals, and newspapers.
4. Only a member of the faculty may remove materials that are on reserve for a course from the library. They may only remove their own reserve materials unless explicitly granted permission from the reserving faculty member.
5. The loan period is determined by the item type and patron type.

Item Type	Patron Type				
	Student	Faculty	Staff	Alumna	Community
Book	28 days	One semester	28 days	28 days	28 days
Multimedia	7 days	One semester	7 days	7 days	7 days
Laptop Computer	24 hours	24 hours	24 hours	Cannot borrow	Cannot borrow

6. A patron may renew borrowed materials no more than two times.
7. After a two-renewal grace period, patrons with overdue items will be restricted to borrowing only materials that are on reserve for a course.
8. The patron is responsible for the repair or replacement cost of any item that is damaged, lost, or stolen while used outside of the library. Materials not returned within 50 days of the date due will be considered lost. A patron who loses an item will pay the replacement cost plus a \$15 processing fee.