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## **Library & Learning Resource Center - Lending Policies**

The Library & Learning Resource Center may be used by all members of the Gnomon community upon presentation of a current Gnomon identification card.

### Borrowing Privileges

All materials are available for use and must remain in the library. This includes reference titles, textbooks, instructor reserves, magazines and newspapers.

### Holds

If an item is being used by another student, a hold may be placed on that item for when it is returned. Please see the Librarian for assistance.

### Loan Periods

Only textbooks have a set loan period of one (1) hour and must be returned by the deadline to avoid a late fee. Textbooks will be timestamped when checked out to inform students of the expected return time. A late fee will be charged at a rate of \$10.00 per hour after the time limit has passed without exception. Textbooks may be renewed for an additional hour provided no students are waiting to use the textbook.

Students with unpaid fines of \$10.00 or more will have their library privileges suspended and their account referred to the Bursar for collection at the end of each academic term. Library privileges will be restored once outstanding fines have been resolved.

### Lost or Damaged Items

The Gnomon Library & Learning Resource Center reserves the right to charge the current value of any item(s) lost or damaged to the student. Further disciplinary action may be taken if damage is determined as intentional.

### Food and Drink

Food is not allowed in the Library. Bottled water and drinks in spill-proof containers are permitted.

### Cell Phones

Please take personal calls outside of the Library & Learning Resource Center.

### Purchase Recommendation

Students, faculty and staff are invited to submit recommendations for new materials. Items that are requested by faculty are given the highest priority, followed by newly published items that support the programs offered at Gnomon. Speak with the Librarian for assistance.

Not all requests are guaranteed to be fulfilled. The Librarian is available to meet with faculty and students at any time to discuss ways to improve the Library & Learning Resource Center collections.

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Issues of Concern

We are committed to ensuring that the Library & Learning Resource Center is a space that is welcoming and offers resources and services that meet the information needs of the Gnomon community. Students, faculty, and staff who have suggestions or encounter problems with Library policies or procedures should discuss the issue with the Librarian.

These policies are current as of the date of publication. As such, they are subject to change based upon the interests of the Gnomon community. Changes will be communicated in a timely manner to avoid conflicts in policy understanding and adherence.