

LIBRARY AND LEARNING RESOURCES - LENDING POLICIES

The Library & Learning Resource Center may be used by all members of the Gnomon community.

Borrowing Privileges

All materials are available for checkout. Others, like Course Reserves, magazines and newspapers must be used in the Library and cannot be checked out.

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

Students may checkout available materials for two weeks. Students who do not return materials by the Due Date may have their library privileges suspended until all materials have been returned.

Lost Items

The Library reserves the right to charge the current value of any item(s) lost to the student. If left unresolved the issue may be referred to the Bursar for collection.

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.

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 collections.

Issues of Concern

We are committed to ensuring that the Library 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.