

**FACULTY & STAFF**

| <b>BOOKS *</b>  | <b>Loan Period</b>                     | <b>Renewals</b>         | <b>Max. Items</b> | <b>Overdue Fines</b> | <b>Replacement Cost **</b> |
|---|--|-------------------------|-------------------|----------------------|----------------------------|
| Bryn Mawr Books (includes Perry House, Rainbow Alliance, DoubleStar, and Quita Woodward Memorial Library Collections) | Until February 15th<br>28 days (STAFF) | Unlimited<br>2 (28-day) | Unlimited         |                      | Varies                     |
| Haverford Books   | Feb. 15th (FACULTY)                    | Unlimited               | Unlimited         |                      | Varies                     |
| Swarthmore Books  | Until February 15th                    | Unlimited               | Unlimited         |                      | Varies                     |
| Carpenter Limited Circulation Books   | Until February 15th                    | Unlimited               | Unlimited         |                      | Varies                     |
| Government Documents  | 28 days                                | 2 (28-day)              | Unlimited         |                      | Varies                     |

| <b>JOURNALS *</b>                         | <b>Loan Period</b> | <b>Renewals</b> | <b>Max. Items</b> | <b>Overdue Fines</b>           | <b>Replacement Cost **</b> |
|---|--------------------|-----------------|-------------------|--------------------------------|----------------------------|
| Canaday/Carpenter Boxed or Bound Journals | 28 days            | 2 (28-day)      | Unlimited         |                                | \$350 ***                  |
| Haverford Bound Journals                  | 28 days            | 2 (28-day)      | Unlimited         |                                | \$100                      |
| Swarthmore Bound Journals                 | 28 days            | 2 (7-day)       | Unlimited         | \$1 per day<br>NO GRACE PERIOD | \$200                      |
| Tri-Co Science Boxed or Bound Journals    | In-house only      | N/A             |                   |                                |                            |
| Current Journal Issues                    | In-house only      | N/A             |                   |                                |                            |

| <b>MULTIMEDIA *</b>                  | <b>Loan Period</b> | <b>Renewals</b> | <b>Max. Items</b> | <b>Overdue Fines</b>           | <b>Replacement Cost **</b> |
|--------------------------------------|--------------------|-----------------|-------------------|--------------------------------|----------------------------|
| Bryn Mawr DVDs/Videos                | 7 days             | 1 (7-day)       | 10                |                                | \$50                       |
| Haverford DVDs/Videos                | 7 days             | 1 (7-day)       | 10                |                                | \$75                       |
| Swarthmore DVDs/Videos               | 7 days             | 1 (7-day)       | 10                | \$1 per day<br>NO GRACE PERIOD | \$40                       |
| Language Learning Center DVDs/Videos | 7 days             | 2 (7-day)       | Unlimited         | \$1 per day                    | \$50                       |
| CD-ROMs/CDs                          | 7 days             | 1 (7-day)       | 10                |                                | \$50                       |

| <b>MULTIMEDIA EQUIPMENT (cameras, DVD players, etc.)</b> | <b>Loan Period</b> | <b>Renewals</b> | <b>Max. Items</b> | <b>Overdue Fines</b> | <b>Replacement Cost **</b> |
|--|--------------------|-----------------|-------------------|----------------------|----------------------------|
| Laptops (email: help@brynmawr.edu)                       | 4 days             | 0               | 1                 | \$25 per day         | \$1,525                    |
| Multimedia Equipment (cameras, DVD players, etc.)        | 4 days             | 0               | 1                 | \$25 per day         | Varies                     |
| Headphones   | 5 hours            | Unlimited       | Unlimited         | \$1 per hour         | \$50                       |

| <b>NON-TRI-CO ITEMS</b> | <b>Loan Period</b> | <b>Renewals</b>                       | <b>Max. Items</b> | <b>Overdue Fines</b> | <b>Replacement Cost **</b> |
|-------------------------|--------------------|---------------------------------------|-------------------|----------------------|----------------------------|
| E-ZBorrow               | 28 days            | 2 (28-day)                            | 99                | \$1 per day          | \$125                      |
| InterLibrary Loan       | Varies             | Varies: Log into ILLiad<br>to request | 99                | \$1 per day          | \$75                       |

| <b>RESERVES *</b>                              | <b>Loan Period</b> | <b>Renewals</b> | <b>Max. Items</b> | <b>Overdue Fines</b> | <b>Replacement Cost **</b> |
|--|--------------------|-----------------|-------------------|----------------------|----------------------------|
| General, Personal Copy or GSSW Course Reserves | 7 days             | 2 (7-day)       | Unlimited         | \$1 per day          | Varies                     |

\* Items can be subject to recall by another patron. If not returned by the new due date, you will be unable to borrow Tri-Co, ILL or E-ZBorrow items.

\*\* Bill will include a \$10 processing fee. If the item is returned after billing, the replacement cost and processing fee will be waived.

\*\*\* Bill will include a \$35 processing fee. If the item is returned after billing, the replacement cost and processing fee will be waived.

**PAY YOUR LIBRARY CHARGES AT THE CIRCULATION DESK OF CANADAY LIBRARY. PATRONS WILL BE UNABLE TO BORROW IF THEY ACCRUE**

Faculty-Staff 04/14/2015

**\$500 IN FINES OR BILLS. THIS LIMIT IS ALWAYS UNDER REVIEW AND SUBJECT TO CHANGE.**