



Circulation Policy for Students

Students must show a current WJC ID to check out library materials. In order to be current, the ID must have the current semester's sticker. Students may not check out materials without their student ID.

Checkout periods:

Curry Library books and government documents	3 weeks
Interlibrary Loan materials	Loan period is determined by the lending library
Audio-visual materials (CDs, DVDs, etc.)	In-library use only
Reference materials	In-library use only/24 hour checkout with librarian approval
AV Equipment (VCR, DVD player, LCD projector)*	Not available for student checkout. AV equipment can only be checked out to faculty or staff

*A request for AV equipment (LCD, laptop, VCR, DVD player, slide projector, screen, TV and carts) must go through Student Affairs, faculty, or staff. The equipment is checked out to the sponsor not the student. Please see Section 3.3 for the policies for AV checkout to faculty and staff.

Renewals:

Items may be renewed twice (either online or at the circulation desk) if there are no holds/requests from other patrons for them.

To extend the check out a third time they must bring the item in to the circulation desk and ask for the extension. If there are no holds/requests for the item it can be checked out again.