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Circulation Policy for Faculty/Staff

Faculty/Staff must show a current WJC ID to check out library materials.

Checkout periods:

Curry Library books and government documents	Semester
Interlibrary Loan materials	Loan period is determined by the lending library
Audio-visual materials (CDs, DVDs, etc.)	Semester
Reference materials	In-library use only/24 hour checkout with librarian approval
AV Equipment (DVD player, LCD projector, etc)*	1 week

\*AV equipment (LCD, laptop, VCR, DVD and CD players, slide projector, screen, TV, speakers, and carts) may be checked out by submitting a reservation to the circulation desk requesting a specific date and time. All AV equipment is subject to availability and is reserved on a first-come-first-served basis.

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.