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Circulation Policy for Non-Jewell Patrons

Patrons who are neither students nor faculty/staff are classified as non-Jewell patrons.

Non-Jewell patrons must possess a red WJC library card. If they don't have a library card, please consult Section 3.1 to determine if they are eligible to receive a card.

Library cards for non-Jewell patrons expire 12 months after issue. The card can be renewed for another 12 months with a valid photo ID in order to maintain the accuracy of the library's records. Please verify the cardholder's address and telephone number when renewing their library card.

Checkout periods:

Curry Library books and government documents	3 weeks
Interlibrary Loan materials	Interlibrary Loan is available only to WJC students, faculty and staff
Audio-visual materials (CDs, DVDs, etc.)	Not available for non-Jewell patron use
Reference materials	In-library use only, cannot be checked out
AV Equipment (DVD player, LCD projector, etc.)	Not available for non-Jewell patron use

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.