

Loan Period

Items	Faculty members	PhD students and fellows	Graduate students	Staff	Alumni	Visitors
Books	90 days	40 days	30 days	60 days	20 days	1 week
Periodicals	7 days	3 days	1 day	1 day	1 day	2 hours consulting in situ
Newspapers	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate
Microfilms (non-renewable)	90 days	40 days	30 days	Consulting in situ	Consulting in situ	Consulting in situ
Microfiche	7 days	3 days	1 day	Consulting in situ	Consulting in situ	Consulting in situ



Reserve (non-renewable)	-	Designated by the course instructor	Designated by the course instructor	-	-	-
Reference	Library use only	Library use only	Library use only	Library use only	Library use only	Library use only
Special collections	Special request and Library use only	Special request and Library use only	Special request and Library use only	Special request and Library use only	Special request and Library use only	Special request and Library use only



Loan Limit Circulating Policies

Patron group	Numbers of items	Renewal
Faculty members	60	3
Fellowes	30	3
Ph.D. Students	25	3
Master students	20	3
Staff	15	3
Alumni	10	1
Visitors	5	1



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