

# Circulation Policy

## Eliot Arts Magnet Library

- All materials are checked out for two weeks
  - Students may have a maximum of two books checked out, unless given the permission of the librarian (excluding textbooks)
  - Reference books and periodicals may not be issued generally except with the permission of the librarian
  - The librarian shall have the power to refuse the issue of a book to any member
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### **Renewal of Book:**

- Materials borrowed should be presented physically for renewal
  - Materials will be renewed only if there are no holds for that book
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### **Over Dues:**

- Books not returned on due date will cause a hold to put on a students' account, an overdue charge of 10 cents/Book/per day will be charged
- The librarian can refuse to issue books to defaulters