# GREENBELT BORROWING PRIVILEGES

<table>
<thead>
<tr>
<th></th>
<th>Annual Fee</th>
<th>Books</th>
<th>Book Renewals</th>
<th>Audio-Visual Materials (AV)</th>
<th>AV Renewals</th>
<th>Reference</th>
<th>Reserves</th>
<th>Borrowing Limit</th>
<th>Database Access</th>
<th>Additional Locations</th>
<th>Library Loan</th>
<th>ILL</th>
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</thead>
<tbody>
<tr>
<td>Undergrad</td>
<td>None</td>
<td>14 days</td>
<td>3 renewals</td>
<td>14 days</td>
<td>1 renewal</td>
<td>Do not circulate</td>
<td>In-house use only</td>
<td>None</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Graduate</td>
<td>None</td>
<td>60 days</td>
<td>1 renewal</td>
<td>14 days</td>
<td>1 renewal</td>
<td>Do not circulate</td>
<td>In-house use only</td>
<td>None</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AUD</td>
<td>None</td>
<td>30 days</td>
<td>1 renewal</td>
<td>14 days</td>
<td>1 renewal</td>
<td>Do not circulate</td>
<td>In-house use only</td>
<td>None</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>None</td>
<td>90 days</td>
<td>1 renewal</td>
<td>14 days</td>
<td>1 renewal</td>
<td>1 day</td>
<td>In-house use only</td>
<td>None</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Community Patron</td>
<td>$25</td>
<td>14 days</td>
<td>3 renewals</td>
<td>14 days</td>
<td>1 renewal</td>
<td>Do not circulate</td>
<td>In-house use only</td>
<td>10 (AV limit 5)</td>
<td>In library only</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Alumni</td>
<td>None</td>
<td>14 days</td>
<td>3 renewals</td>
<td>14 days</td>
<td>1 renewal</td>
<td>Do not circulate</td>
<td>In-house use only</td>
<td>10 (AV limit 5)</td>
<td>In library only</td>
<td>Up to 5 items</td>
<td>Up to 5 items</td>
<td></td>
</tr>
</tbody>
</table>

## General Guidelines
1. You are responsible for the materials that you borrow.
2. You are responsible to know when your materials are due.
3. You are responsible to return your materials on time.
4. You may check your due dates online [here](#).
5. Your library card is valid at the Charles & Gloria Jones Library at the Lancaster and Maryland locations. When borrowing from other than your main library, you must abide by the policies in effect at that location.

## Fines
1. $0.25 per day / per item
2. Maximum fine $5 per item
3. Fines/fees can be paid in cash or check (payable to Lancaster Bible College)
4. Once fines/fees reach a total of $20 you will be blocked from any further borrowing until the fines/fees are paid.

## Lost Items
Items not returned ninety days after the due date will be declared “lost.” Patrons are responsible to pay the replacement cost plus a $10.00 processing fee for each lost item. LBC students will not be able to register until the lost item fine is paid or arrangements made for payment.

## Re-shelving Materials
Please do not re-shelve items yourself. Place any materials you remove from the shelves, but decide not to borrow, on the green RESHELVE SPOTS you find throughout the library.

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**The Charles & Gloria Jones Library**
301.552.1400 | library.lbc.edu | greenbeltlibrary@lbc.edu

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April 5, 2018