

## PHILADELPHIA BORROWING PRIVILEGES

	Annual Fee	Books, & Videos	Renewals (Books & Videos)	Reference & Periodicals	Reserves	Borrowing Limit	Database Access	Add. Locations Library Loan	ILL
Graduate	None	60 days	1 renewal	Do not circulate	Yes	None	Yes	Yes	Yes
Accelerated	None	30 days	1 renewal	Do not circulate	Yes	None	Yes	Yes	Yes
Alumni	None	30 days	1 renewal	Do not circulate	2 hours in-house use	10 items	In library only	Up to 5 items per year	Up to 5 items per year
Faculty/Staff	None	90 days	1 renewal	Ref.-1 day Periodicals do not circulate	Yes	None	Yes	Yes	Yes

### 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 your LBC student ID card.
6. Your library card is valid at the Philadelphia location as well as at any additional LBC 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 book cart or on one of the library tables.

### The Charles & Gloria Jones Library

717.560.8250 | [lbc.edu/library](http://lbc.edu/library) | [library@lbc.edu](mailto:library@lbc.edu)