



VUL LIBRARY LOAN AND RENEWAL POLICY

Loan periods

Loan periods fall into two (2) categories. A loan period of 14 days from the Check out date is extended to students and alumni. Semester loan periods are extended to teaching faculty, Emeritus faculty, administrative staff, library faculty and staff. The due date is the date on which semester grades are due. During an item check out, the due date is stamped in blue ink on the date due slip to indicate to users the due date and to indicate to exit control personnel that the item has been properly charged. When the book is returned, the received date is marked in red ink.

Categories and Qualification of Borrowers

Student Borrowers are students currently registered at Virginia University of Lynchburg as an undergraduate, graduate or continuing education student. Student Borrowers can check books out for two weeks.

Faculty Borrowers are members of the faculty—tenured or untenured—currently employed by Virginia University of Lynchburg on a full or part time basis. All faculty members, regardless of status, are afforded loan privileges on an equal basis. Faculty Borrowers can check books out for one semester.

Staff Borrowers are members of the support staff currently employed by Virginia University of Lynchburg on a full or part time, permanent or temporary basis and listed in the University payroll records. Exception: Library support staff members are accorded faculty borrowing privileges. Staff Borrowers can check out books for one semester.

Alumni Borrowers are members in good standing in the Virginia Alumni Association who holds a current, valid Alumni Association Membership card. Alumni Borrowers can check out books for two weeks.

Renewal Policy

Books must be presented for renewal at the Library Loan Desk. If no hold has been placed on an item, the non-delinquent borrower may renew the item at any time before, on or after the due date.

If an item is not available because a hold has been placed on the item, the borrower may also place a hold on the same item to ensure getting the item in the near future.