

## Loan Periods & Fines

Item	Loan Period	Borrowing Privileges	Fines <sup>1</sup>	Renewals Allowed
<b>Books</b>	2 weeks <sup>2</sup>	UCW students, faculty, staff, and other library patrons	No late fines	2 renewals
<b>Magazines</b>	2 weeks	UCW students, faculty, staff, and other library patrons	No late fines	2 renewals
<b>Course Reserves (Short)</b> i.e., course-required textbooks	3 hours	UCW students and faculty	\$2/hour	No renewals <sup>3</sup>
<b>Course Resources (Long)</b> i.e., course-recommended textbooks, course-required novels and graphic novels	3 days	UCW students and faculty	\$1/day	No renewals <sup>3</sup>
<b>iPads</b>	7 days	UCW students	\$10/day	No renewals <sup>4</sup>
<b>Library Equipment</b> i.e. calculators, phone chargers, headphones, presentation clickers, etc.	1 day (due back at home library by 9AM)	UCW students, faculty, and staff	\$1/day	No renewals
<b>Reference Books, Newspapers</b>	Library use only	n/a	n/a	n/a

**NOTES:**

<sup>1</sup> Items overdue for more than 20 days are considered lost and a full replacement cost will be charged to borrower.

<sup>2</sup> Faculty may request to keep a Book (excluding Course Reserves) for one full term for teaching or scholarly activities.

<sup>3</sup> At the discretion of library staff on duty, patrons must wait 3 hours before borrowing a Course Reserve item that they have just returned.

<sup>4</sup> At the discretion of library staff on duty, patrons must wait until the next day to borrow an iPad if they have just returned an iPad.