

# Circulation Policy for School of Education Curriculum Library

## Eligibility

As a CWU student, faculty member or staff person, you are eligible to checkout MEC materials, if:

- you maintain an 'active' status through the CWU Registrar office or payroll office,
- you provide your CWU Connection Card
- you follow relevant university policies for laptop usage and copyright infringement
- you do not owe excessive fines or fees to the Curriculum Library for overdue or damaged materials.

Alumni can obtain a library card by paying for a membership to the CWU Alumni Association. Contact the Alumni Association for more information.

Community members have the option of paying for 6 month (\$25) or annual (\$50) memberships.

Contact the Circulation Desk at Brooks Library for more information.

Item	Duration	Fines When item returned late	When item not returned
All Items	14 days	\$1.00 per day (maximum \$8.00)	After 8 days – the \$8.00 late fine, plus \$7.00 processing fee. After 30 days – item replacement cost is \$50.00, plus above fines and fees.

## Due dates

The due dates are listed on the screen when you use the self-checkout and are listed on the email receipt when you checkout materials. The Curriculum Library will send you email reminders for overdue items (be sure to check your @cwu.edu account). Failure to review or receive notices does not exempt you from any of the fines or fees, which must be paid at the Cashier's Office at Barge Hall. Student records may be held until the charges are cleared.

## Restrictions, Renewals, Recalls, and Reserves

Patrons are restricted to no more than 25 items at a time. Materials can typically be renewed for a period of up to 9 days and will have to be brought to the center for further renewal; other items can be renewed up to three times, unless another patron has requested a reserve.

All Curriculum Library materials (manipulatives, books, etc.) must be returned by the end of the current academic quarter, unless special arrangements have been made with Curriculum Library staff.

All items are subject to immediate recall at the discretion of the Curriculum Library Specialist.

## Hours of operation

We are open 5-days a week. Monday-Friday 8:00am-5:00pm

By checking out materials, you agree to the terms and conditions set forth in this policy.