

**Northwest Missouri State University
B.D. Owens Library Circulation Policy - Composite List**

	Undergraduates 50 item limit		Graduates 50 item limit		Faculty 50 item limit		Staff 50 item limit		Alumni/Family 40 item limit		Special Borrower/Maryville Public Lib 5 item limit		MOBIUS		ILL	
	check out	renew	check out	renew	check out	renew	check out	renew	check out	renew	check out	renew	check out	renew	check out	renew
*Main	4 weeks	2	8 weeks	2	trimester	2	8 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	case-by-case
Popular	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2
Curriculum	4 weeks	0	4 weeks	0	4 weeks	0	4 weeks	0	4 weeks	0	4 weeks	0	None	0	none	0
Juvenile	7 days	2	7 days	2	7 days	2	7 days	2	7 days	2	7 days	2	None	0	none	0
Equipment Camcorders, Digital Cameras, Projectors All Other Equipment	3 days	0	3 days	0	3 days	0	3 days	0	none	0	none	0	none	0	none	0
	1 week	0	1 week	0	1 week	0	1 week	0	none	0	none	0	none	0	none	0
Music Score	3 weeks	2	8 weeks	2	trimester	2	8 weeks	2	3 weeks	2	3 weeks	2				
Research Papers & Field Studies	3 weeks	0	3 weeks	0	3 weeks	0	3 weeks	0	3 weeks	0	3 weeks	0	none	0	none	0
Reserve	2 hour	0	2 hour	0	2 hour	0	2 hour	0	none	0	none	0	none	0	none	0
	4 hour	0	4 hour	0	4 hour	0	4 hour	0	none	0	none	0	none	0	none	0
	1 day	0	1 day	0	1 day	0	1 day	0	none	0	none	0	none	0	none	0
	3 days	0	3 days	0	3 days	0	3 days	0	none	0	none	0	none	0	none	0
	7 days	0	7 days	0	7 days	0	7 days	0	none	0	none	0	none	0	none	0
DVDs and Videos	3 days	2	3 days	2	3 days	2	3 days	2	3 days	0	3 days	2	none	0	none	0
Audiovisual Materials	3 weeks	2	3 weeks	2	3 weeks	2	3 weeks	2	none	0	none	2	none	0	none	0
Ind. Study Rooms	4 hours	0	4 hours	0	Reservable - trimester	As needed	4 hours	0	none	0	none	0	none	0	none	0
Group Rooms	2 hours	0	2 hours	0	2 hours	0	2 hours	0	none	0	none	0	none	0	none	0

*Quartos and folios check out to local patrons only

B.D. Owens Library Overdue Policy

Non-circulating materials

Archives/Special Collections
Some main collection volumes

Patrons are sent overdue notices the day after items are due, and again at 11 days and 31 days after the date due. After 30 days, patrons are billed for materials. Most replacement charges are \$60.00 per item with a \$15.00 processing fee. All fees are refundable if materials are returned within 90 days of the due date. After 90 days, only the replacement fee is refunded. After 365 days, no charges are refunded. Overdue fines accrue for daily reserve items at \$10.00 per day and at \$5.00 per hour for hourly reserve items. All non-reserve equipment late fees are \$10 per day.