

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
New Books	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	none	none
Popular	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	22
Curriculum	4 weeks	0	4 weeks	0	4 weeks	0	4 weeks	0	4 weeks	0	4 weeks	0	4 weeks	0	none	none
Juvenile	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	7 days	2	none	0
Equipment Cameras, Calculators, power supplies 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	3 weeks	2	none	0
Research Papers & Field Studies	3 weeks	0	3 weeks	0	3 weeks	0	3 weeks	0	3 weeks	0	3 weeks	0	3 weeks	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	10 days	0	10 days	0	10 days	0	10 days	0	10 days	0	10 days	0	10 days	0	none	0
Audiovisual Materials	4 weeks	2	4 weeks	2	4 weeks	2	4 weeks	2	none	0	none	0	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
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*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 one day after and 11 days after items are due. After 30 days, patrons are billed replacement cost for materials. Most replacement charges are \$75.00 per item. All replacement fines are refundable if materials are returned within 90 days of the due date. Overdue fines accrue for daily reserve items at \$10.00 per day and at \$5.00 per hour for hourly reserve items and may not be refunded. All non-reserve equipment late fees are \$10 per day. Please direct all charge appeals to the Library Services Desk or olc@nwmissouri.edu.