

CLINIC LIBRARY POLICY

The materials held in the Clinic Library are for the use of the Faculty and graduate students in the Clinical area. Please ensure that you sign out all materials and return them on time. It is your responsibility to ensure that the Clinic secretary has a current email address on file so that she may contact you regarding borrowed items.

LOAN PERIODS

The loan period for all items is at least 3 weeks and at most ONE TERM (Fall, Spring, and Summer) with due dates being December 31, April 30, and August 31.

RECALLS

- After 3 weeks, items may be recalled before the due date by another borrower. You will be notified of the recall by email.
- Items recalled by a Faculty member for use in teaching a course must be returned immediately. You will be notified of the recall by email.

Borrowers are responsible for the return on time and in good condition of all items.

Borrowers who fail to return recalled items by the due date will have library privileges suspended until recalled items are returned.

To recall an item, please notify the Clinic secretary of the name of the book, the sign-out date, and the name of the borrower and she will notify that person of the recall.

REPLACEMENT CHARGES

Replacement charges may be assessed up to the full replacement value of the item for lost or damaged items.

Borrowers are responsible for all material signed out in their name. Please be aware that many of these items are costly to replace.

If the item has not been returned or renewed within 21 days of the due date, it is assumed lost.

Replacement charges must be paid in full and overdue items returned before Library privileges will be renewed.

***The Clinic Test Library is a separate resource and those materials are kept in the Clinic secretary's office.*