



Circulation Policy

Checkouts

- Students are allowed up to ten (10) and faculty up to fifteen (15) library items at a time.
- Librarian approval is required to check out more than ten (10) items at once.
- THSU library books have color coded spine labels for easy browsing.
 - ✓ **White** (General collection) 2-week checkout
 - ✓ **Red** (Study materials) 1-week checkout
 - ✓ **Orange** (Textbooks) 2-week checkout
 - ✓ **Green** (Instructor texts) Semester checkout
 - ✓ **Blue** (Reference texts) Library-use only
- DVDs & CDs may be checked out for one (1) week.
- Periodicals & serials may be checked out for one (1) week.
- Other, non-book library items follow the same checkout rules as books.
- Instructor texts may only be checked out by faculty and staff. Students may use instructor materials in the library only.
- Instructors may submit a request to the library for a book to be made an instructor text.
- Alumni and guests may use library materials in the library only. They may not checkout or remove items from the library.
- Overdue items charge \$.25 per day they are late.
- Students will be allowed a three-day grace period to return books after the due date has passed. Items returned during this grace period will have the fines waved. Items returned after the three-day grace period will accrue fines.
- Students may carry a balance of up to \$5.00 in fines on their account. Fines exceeding \$5.00 must be paid before a user will be allowed to checkout more library items.



Holds & Renewals

- Checked out items may be renewed so long as there is not a hold on the item.
- There are no limits to the number to times a student may request a renewal. However, items may not be renewed past the end of the semester.
- Items may be renewed in person, by phone, or by emailing the librarian.
- Students may place holds on books that are currently checked out. Once a hold is placed, the student will have to wait until the book is returned before being able to check it out.
- A book that is on hold for another patron may not be renewed.
- A hold can be placed via the online library catalog, in person, by phone, or by email.
- Items on hold will remain on hold for two (2) weeks. After the two-week period, the book will be returned to the shelf.

End of Term & Graduation

- All library books must be returned by the last day of the semester.
- Library books may not be checked out between semesters.
- Students about to graduate must pay all library fines before being eligible to graduate.