

Items in the Central Library circulate based on the type and location of **material** and the **category** of the borrower (faculty, grad student, undergrad, alumni, etc.) If you have questions, please contact the Circulation Desk at 322-2893.

*ALL RENEWAL LIMITS ARE IN EFFECT UNLESS THE ITEM IS [RECALLED](#)

Material	Location	Borrower Category	Loan Period	Renewals*	Fines
Book	Stacks, Annex, 8 th Floor Arts	Faculty, Library Staff	365 days	3 renewals online (unless recalled). Unlimited renewals at Circulation Desk	No overdue fines charged. If item is not returned within 55 days of due date, patron will be billed for the item. The bill includes the cost of the item, a \$35.00 cataloging fee and a \$25.00 non-refundable billing fee.
		Graduate Students	90 days	4 renewals online (unless recalled). Unlimited renewals at Circulation Desk	
		Undergraduates, Alumni, Staff, Library Use Card Holders	28 days	4 renewals online (unless recalled). Unlimited renewals at Circulation Desk	
Oversize	3 rd floor, Annex	Faculty, Library Staff	365 days	3 renewals online (unless recalled). Unlimited renewals at Circulation Desk	No overdue fines charged. If item is not returned within 55 days of due date, patron will be billed for the item. The bill includes the cost of the item, a \$35.00 cataloging fee and a \$25.00 non-refundable billing fee.
		Graduate Students	90 days	4 renewals online (unless recalled). Unlimited renewals at Circulation Desk	
		Undergraduates, Alumni, Staff, Library Use Card Holders	28 days	4 renewals online (unless recalled). Unlimited renewals at Circulation Desk	

Material	Location	Borrower Category	Loan Period	Renewals*	Fines
Arts, Oversize	8 th Floor Arts, Annex	Faculty, Library Staff	90 days	3 renewals online; unlimited renewals at Circulation Desk (unless recalled).	No overdue fines charged. If item is not returned within 55 days of due date, patron will be billed for the item. The bill includes the cost of the item, a \$35.00 cataloging fee and a \$25.00 non-refundable billing fee.
		Graduate Students, Undergraduate, Staff, Alumni	3 days	2 renewals online or at Circulation Desk (unless recalled).	\$1.00 per day, 3-day grace period.

Material	Location	Borrower Category	Loan Period	Renewals*	Fines
Periodicals	6 th Floor, Annex	Faculty, Library Staff	1 day	3 at Circulation Desk (unless recalled).	\$1.00 per day, no grace period.

Material	Location	Borrower Category	Loan Period	Renewals*	Fines
Leisure Reading; Travel Collection	4 th Floor	All	14 days	2 (unless recalled)	30 cents per day, 7 day grace period (after 7 days, grace period no longer applies)
Cassettes, CD-ROM, DVD-ROM, CDs, VCD, Slides, Kits, Laserdisc, Videodisc	4 th Floor	All	14 days	2 (unless recalled)	No fines charged

Material	Location	Borrower Category	Loan Period	Renewals*	Fines
DVDs (but not Leisure Viewing DVDs) and Videotapes *	Government Information/Media Services (4 th Floor)	Faculty, Graduate Students, Library Staff	7 days	2 renewals online or at Gov Info/Media Services (unless on reserve or recalled)	\$1.00 per day, 7-day grace period
		Learning Resource Center	7 days		No fines charged
		Undergraduate, Staff	3 days		\$1.00 per day, 3-day grace period
DVD-LEIS (Leisure Viewing)	Government Information/Media Services (4 th Floor)	Undergraduate, Staff, Alumni, Library Use Card Holders	3 days	2 renewals online or at Gov Info/Media Services (unless on reserve or recalled)	\$1.00 per day, 3-day grace period
		Learning Resource Center	7 days		No fines charged
		Graduate Students, Faculty, Library Staff	7 days		\$1.00 per day, 7-day grace period

* If you wish to use or borrow a reserve DVD, please ask at the Government Information and Media Services desk for assistance.

Material	Location	Borrower Category	Loan Period	Renewals*	Fines
Print Reserves	Circulation Desk	All	Varies	No renewals allowed.	60 cents per hour with a one-hour grace period for those materials which circulate overnight.
Video Reserves	Government Information/Media Services (4 th Floor)				Items with daily or weekly loan periods accrue fines at a rate of \$1.00 per day.

Material	Location	Borrower Category	Loan Period	Renewals*	Fines
Laptops	Circulation Desk	Faculty, Graduate Students, Undergraduate, Library Staff, Other VU Staff	8 hours (can be checked out overnight after 6:00pm)	No renewals allowed.	\$7.50 per hour, no grace period

Non-Circulating Materials

Certain materials are considered crucial to academic research and for that reason they must *always* be available in the library. These items include:

Material	Location	Material	Location
Bibliography	6 th Floor	Microfiche, Microfilm, Microcard	Government Information/Media Services (4 th Floor), Payne Room (6 th Floor)
Book	Stacks, Annex, 8 th Floor Arts	Newspapers	6 th Floor
Census	Government Information/Media Services (4 th Floor)	Oversize	3 rd Floor, Annex
Folio	3 rd Floor, Annex	Periodicals	6 th Floor
GOVPUB-N	Government Information/Media Services (4 th Floor)	Reference	4 th Floor

Exceptions: Under extraordinary circumstances, special permission may be granted to check out non-circulating materials. If special permission is granted, the fine for those items not returned by the due date is \$1.00 per hour with **no** grace period.

For more information about Circulation policies at the Central Library go to <http://www.library.vanderbilt.edu/central/circpol.html>