Circulation Policy – VWCC Borrowers
Brown Library
Virginia Western Community College

Application Requirements: Virginia Western Community College students, faculty, and staff are automatically entered into the library system at the time of enrollment and/or employment. No additional application is required.

Identification Requirements: All VWCC borrowers are required to present a valid photo identification at the time of checkout. Acceptable forms of ID include VWCC student ID, VWCC employee ID, driver’s license, military ID, etc.

Loan Periods: Always consult your due date slip or a library staff member for accurate loan period information. We have several types of materials and collections that we circulate, with varying loan periods. In general, materials circulate for the following periods of time:
- Books, including Fiction, Graphic Novels, and New/Popular: 28 days
- DVDs: 1 week
- Great Courses kits: 28 days
- Reserve materials: 2 hours, in-library use only
  o Some reserve materials have special loan periods, such as 2 days, 1 week, or 1 semester. These are determined by instructors and/or the library to ensure the most equitable access.

Loan Limits: VWCC borrowers are limited to a total of 15 items on loan at any given time. A maximum of 4 DVDs may be on loan at any given time and count towards the overall 15 item limit.

Renewals: Renewals may be requested in person, via telephone, or via email. Items eligible for renewal may only be renewed once. Overdue items, items on request by another borrower, reserve materials, and DVDs are not eligible for renewal. Renewals for interlibrary loan materials are determined by the lending library.

Recalls: The library reserves the right to recall materials at any time. If a recall is necessary, we will contact you via email or telephone to request the prompt return of the item(s) needed. We will issue a new due date that supersedes the original due date. If you fail to comply with the new due date, a special fine may be assessed.

Returns: Items may be returned to the Circulation Desk on the top floor of the library building or in one of our on-campus book return boxes. A white book return box is located on the bottom floor of the Brown Library building, with the vending machines and WEPA kiosk. A blue book return box is located on the front steps on the Brown Library building. A blue book return box is located in the parking lot behind Chapman Hall and is accessible by vehicle. You are responsible for the safe and timely return of all of the items charged out to you.
Lost or Damaged Materials: At any time during a loan period, a patron may declare an item as lost or damaged. Additionally, items will automatically be declared lost at the time of the third overdue notice. Library staff are responsible for determining the replacement costs of items. We use reputable sources to determine current costs of materials, such as our vendors Midwest and Jupiter, and large book retailers such as Amazon.

Library staff are also responsible for determining when items are damaged and are in need of repair or replacement. Repairs are typically performed in-house. Patrons may be assessed a fee for repairs that are beyond the normal wear and tear expected of a circulating library item. When a staff member determines an item is damaged beyond repair, the patron will be charged the replacement cost as outlined above.

Please be aware that many of our materials can be costly to replace. Academic titles typically cost more than popular titles. Out-of-print or rare materials are difficult to replace and typically cost well above what they did at the time of their original release. The library may also assess other fees, such as processing or photobinding, depending upon the material.

Patron borrowing privileges will be suspended until lost/damaged fees are paid in full. Additionally, student accounts will be blocked until fees are paid in full. This prohibits students from registering for classes, obtaining transcripts, received their diplomas, and may impact financial aid disbursements.

Borrowers’ Responsibility Statement: Our goal is to encourage the timely return of library materials and provide for optimal sharing of the collection.

Borrowers are responsible for all library materials checked out to them until the materials are returned to the library. Borrowers are responsible for returning or renewing items by the due date. All borrowers are responsible for having a current home/mailing address on file with the library/college. Overdue notices are a courtesy; failure to receive an overdue notice does not relieve the borrower of responsibility to return or renew borrowed materials by the due date.