

McMullen / Budd Library / Media Center Policy

Hours:

The Media Center is available for student and faculty use whenever a library aide is on duty and a class is not scheduled.

Usage & Conduct:

The purpose of the Media Center is to provide a **QUIET** place for leisure reading and work requiring Library/Media materials.

Material Check-Out:

All materials are checked out and returned at the desk.

Books and BACK issues of magazines may be checked out for a period of two weeks and may be renewed once.

Current magazines, newspapers, and reference materials DO NOT circulate.

Circulation cards must be signed by the student who is borrowing the material with their first and last name and room number.

Students may sign out materials for **THEMSELVES ONLY**.

If materials are lost or damaged beyond reasonable wear, the student to whom they are checked out shall be responsible. Students are expected to pay the replacement cost of any item they lose or do not return.