

Will Alexander Library Policies and Procedures

Circulation Rules

A current Dillard University I.D. card must be presented to borrow books and material. Each patron is held personally responsible for library material checked out to them.

Loan Periods & Renewals

Books are loaned for 2 weeks with renewal privileges if no other requests have been made for the material. Students who have outstanding over-due books or fines will not be allowed checkout privileges. All books must be returned by final examination week of each semester.

Returning Books

Books should only be returned to the circulation desk at the entrance of the building.

Reserve Books

Reserve materials are placed on hold by request of faculty member, for students to have access to more valued materials. To use these items you must be a current registered library user. There is a 2 hour limit on all reserve material.

Fines

Fines for overdue regular circulating books \$.20cents per day per book. If a book is lost, the student is charged the replacement cost of the book and a \$25.00 processing fee.

Eating, Drinking, Smoking

All beverages must be consumed in the Starbucks café eating area. Will Alexander Library is a smoke free, weapons free building: therefore tobacco products and firearms are not allowed.

Reserve Books

Reserve materials are resources placed on limited circulation at the request of faculty member. To use these items you must be a current registered library user. There is a 2 hour limit on all reserve materials.

Study Rooms

The library has 6 study rooms, available on a first come first serve bases. All rooms require a valid student ID for checkout. Each room can be reserve for a 4 hour interval only.