CIRCULATION AND BORROWING INFORMATION
NATIONAL UNIVERSITY FACULTY, STAFF AND STUDENTS

Borrowing Privileges
All National University faculty, staff, and students are eligible to borrow from the library. Members of the community are welcome to use the library, but may not check out materials. The National University Library borrowing privilege is subject to verification of current university enrollment or employment, and is valid for one year. Borrowing privileges for current students and faculty will be automatically renewed at the end of the year. Borrowing privileges for National University staff members will be renewed when the staff member checks out books at the end of the year.

Loan Periods
Books circulate for four weeks. A maximum of 15 books may be checked out at one time. Periodicals, microforms, reference books, reserve books, and Special Collection items do not circulate, but may be photocopied or replicated.

Renewals and Holds
If you still require a book after the four-week loan period, you may renew the book if no other patron has requested it. The book may be checked out for an additional four weeks. All overdue fines must be paid before a book is checked out again. You may renew an item a maximum of 3 times, after which it must be returned to the library. If an item you need is checked out to another patron, you may place a hold on that item using the library catalog. You will be notified when the item has been returned.

Overdue Books and Fines
Reserve materials are subject to a late fee of 50 cents per day per item. Test kits are subject to a late fee of $1.00 per day per item. Once a fine reaches $5.00, you may not check out more books, and a library hold will be placed on your grades. The maximum late fee that will be assessed is $10.00 per item. Fines apply to all students, staff, and alumni. The first notice of an overdue item is sent when the item is 7 days overdue, the second notice at 14 days; and a bill for replacement costs at 30 days. If the material is returned, replacement and processing fees will not be assessed, but the maximum late fee of $10.00 will apply.

Lost or Damaged Books
All Borrowers are responsible for repair or replacement costs for books lost or returned damaged. The replacement cost is $30.00 plus a non-refundable $10.00 processing fee.

Fine Payment
Payment by cash, check or money order can be made in person at the library. Otherwise, checks or money orders made out to National University Library can be mailed to: National University Library Attn: Circulation Dept. 9393 Lightwave Ave San Diego, CA 92123.