

CTW Circulation Policies Grid - May 2017

CTW Loan Periods, Renewals & Limits by Patron Group - updated May 9, 2017

	Print Books	Audio Recordings*	Videos & DVDs	Music Scores*	Periodicals*	Reference*	Limits on #items checked out
Undergraduate Students	28 Days / unlimited until graduation	28 days / 3 renewals Max renewal period: 112 days	7 Days / 2 renewals Max renewal period: 21 days	Local restrictions apply due to the high cost and difficulty replacing these materials. CTW loans will be subject to local circulation rules and/or will require staff mediation.			None
Faculty Honors/Thesis/Graduate Students Staff (all 3 campuses)	Academic yr / unlimited	28 days / unlimited	7 Days / unlimited	See note above.			None

***Local Limitations apply:** Wesleyan World Archives are not available via CTW Requests; these collections must be used in Olin Library. Local limitations apply on reel-to-reel tapes, LPs, restricted music scores, periodicals and reference.

FINES & FEES

	Replacement Cost Fee (refundable if items returned)	Processing Fees (non-refundable)	When are these 2 fees charged?	Recall Fines	Overdue fines for RESERVES (set locally)	Special Borrowers Card (annual fee, set locally, no CTW borrowing privileges)	
Conn College	\$50+	\$35	charged after 28 days overdue	\$7/ day \$70 max	\$5/ hour \$25 max	\$25 New London residents	\$50 others
Trinity	\$50+	\$35	charged after 40 days overdue	\$7/ day \$70 max	\$5/ hour \$25 max	None	None
Wesleyan	\$50+	\$35	charged after 45 days overdue	\$7/ day \$70 max	\$.60/ hour \$50 max	\$35 Middletown & local areas	\$70 others

Accounts Blocked when:

Conn College	Trinity	Wesleyan
	5 items are overdue, 1 recalled item overdue, 1 reserve item overdue, \$100 in unpaid fines/fees (MAX FINE)	10 items are overdue, 1 recalled item overdue, 1 reserve item overdue, \$100 in unpaid fines/fees (MAX FINE)