

## CIRCULATION POLICIES

### Eligible Borrowers

College of the Atlantic community members, MDI residents, employees of affiliated organizations and researchers are eligible to check out circulating materials.

- **COA Community Members:** students, faculty, staff, trustees, Champlain Society Members and family members of all the preceding, local (Hancock County) COA alumni.
- **MDI residents:** year round and summer residents of MDI
- **Employees of Affiliated Organizations:** employees of Acadia National Park, Jackson Lab MDIBL, MDI Hospital; Hancock County school administrators; University of Maine students and faculty
- **Researchers:** researchers affiliated with a local research group; researchers that have a letter of introduction if not associated with a local research group
- **Children & Young Adults:** Young adults 10-18 years may have their own library card with a parent or guardian's signature. (The parent must be an eligible borrower.) Normal library rules apply. Individuals younger than 10 years old must be accompanied by an adult and may borrow on their guardian or parent's library card.

### Recalls

Items may be recalled after two weeks.

### Renewals

Most items are allowed two renewals. Reserve items cannot be renewed.

### Overdues

Patrons with overdue items will not be allowed to check out additional items until their overdue items are returned. Patrons will be billed for the replacement cost of missing or damaged material(s) plus a \$10 processing fee.

### Circulation Periods

Item	Check Out Period / # Allowed for Check Out
Books	3 weeks / unlimited
DVDs & Videos, Music CDs	3 days / 3 dvds or videos and 3 cds
Foreign Language Tapes/DVDs	3 weeks / unlimited
Books on Tape	3 weeks / unlimited
Audio visual equipment	Varies, but generally 4 – 8 hours or overnight depending on the equipment
Reference Books, Journals, Law Collection, Newspapers, Archives & Special Collections, print materials in the COA Collection	Non-circulating