

MUHLENBERG COLLEGE TREXLER LIBRARY

2400 Chew Street Allentown, PA 18104 484-664-3500

Library Policy Summary for **Affiliated Patrons** (Alumni, Clergy, Board of Associates)

The Library exists to meet the needs of the students, faculty and staff of Muhlenberg College.

CIRCULATION OF MATERIALS:

28 days	Books (Main Collection) Government Documents	
21 days	Audiobooks Juvenile New York Times Bestsellers	(max. 6)
7 days	CD's Films (VHS/DVD/BLU)	(max. 6) (max. 6)
3 days	Reference	

Maximum checkout: 100 items

Non-circulating materials available for use in the library include reference works, periodicals, reserves, rare books, archives and manuscripts.

RENEWALS:

Trexler Library Materials: Affiliated patrons are permitted one renewal. After receiving one renewal, affiliated patrons must return their materials by the new due date. They may check the material out again if it is not being requested by another patron. To renew materials, patrons may:

- call extension 3500
- email the Circulation Desk, circulationdesk@muhlenberg.edu

Interlibrary Loan Materials: ILL (white straps) materials, contact the ILL office as instructed on the cover strap.

FEES:

- Fines are \$2.00/day for interlibrary loan.
- Unreturned, lost or damaged items will be billed.
- \$100 in billed items will result in suspension of library privileges.

LOST/DAMAGED MATERIALS:

If a book is lost or damaged, the borrower is responsible for paying the cost to replace the item, including a processing fee.