

MUHLENBERG COLLEGE TREXLER LIBRARY

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

Library Policy Summary for Faculty/Staff Patrons (Faculty/Staff, Board of Trustees, Family/Spouse, Allentown Art Museum)

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

CIRCULATION OF MATERIALS:

Semester	Books (Main Collection) Government Documents	
21 days	Audiobooks Juvenile New York Times Bestsellers	(max. 10)
7 days	CD's Films (VHS/DVD/BLU)	(max. 10) (max. 10)
3 days	Reference	

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

RENEWALS:

Trexler Library Materials: Faculty/Staff patrons are permitted five renewals. To renew materials, patrons may:

- call extension 3500
- email the Circulation Desk, circulationdesk@muhlenberg.edu
- access their library account through the Trexler webpage <http://trexler.muhlenberg.edu>.

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

FEES:

- Unreturned, lost or damaged items will be billed.
- \$250 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.

ASSISTANCE:

- Circulation can assist Faculty by placing audiovisual materials, books, and photocopied readings on course reserve (Reserve Request Forms are available for this purpose - <http://trexler.muhlenberg.edu/services/forms/course-reserves-form.html>). Reserves may be reached at extension 3540.
- Faculty may schedule library Classroom B-02 for classes to view films. Additionally, materials that need to be used outside of the library on a specific date may be scheduled for pick-up. Circulation may be reached at extension 3501.