

MUHLENBERG COLLEGE TREXLER LIBRARY

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

Library Policy Summary for Non-Affiliated Patrons

(LVCIL, PALCI, LVAIC, Other)

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

IDENTIFICATION:

- LVCIL** LVCIL patrons must present a valid I.D. to register and obtain a library card.
- PALCI** PALCI patrons must present a completed "Direct Faculty Borrowing Authorization" form from their home institution to register and obtain a Trexler Library card.
- LVAIC** LVAIC patrons must present a valid I.D. from the college they attend to register and obtain a Trexler Library card.
- Other** Other patrons (i.e., Lehigh Valley community members) must present a valid I.D., such as a driver's license or school I.D. to register and obtain a library card. *An annual fee of \$25 will be charged. Payment can be made with cash or check payable to Muhlenberg College.*

CIRCULATION OF MATERIALS:

- 21 days Books (Main Collection)
Government Documents
New York Times Bestsellers
- 4 hour Movies (in-house use only)

Maximum checkout: 10 items / 1 movie (movies not to leave library)

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

RENEWALS:

Trexler Library Materials: Non-Affiliated patrons are permitted one renewal. After receiving one renewal, non-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

FEES:

- Fines are \$.25/day.
- Unreturned, lost or damaged items will be billed.
- \$1 in billed items or second overdue notice 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.