

MUHLENBERG COLLEGE TREXLER LIBRARY

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

Library Policy Summary for Student Patrons

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. 6)
7 days	CD's Films (VHS/DVD/BLU)	(max. 6) (max. 6)
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: Student patrons are permitted one renewal. 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:

- Fines are \$2.00/day for interlibrary loan items and \$.25/hr. for reserve items.
- 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.