Welcome to the William Madison Randall Library. We invite your use of library materials and reference services. You may pick up a schedule of the Library’s open hours at the Circulation Desk. The library catalog is available on the World Wide Web or by telnet.

North Carolina Community College Students enrolled at institutions that have articulation agreements in place with UNCW, may be issued a borrower's card, valid for one year, upon presentation of a valid community college ID card. The fee for this card is $7.00 but it is waived for students 65 years of age and older.

Loan Period
The loan period is 21 days for books and government documents. Audiovisual materials, including DVDs, audiobooks, VHS tapes and Music CDs, circulate for 7 days. Other materials, including reference books and reserve materials, must be used in the building.

Restrictions
You may have as many as four (4) items checked out. In addition, you may check out an unlimited number of U.S. or N.C. documents.
You may not place holds (i.e. requests for items already checked out).
You are not eligible for Interlibrary Loan Services
You are not eligible for laptop checkout or computer lab use.

Renewals
You may renew most materials using the library's online system, http://library.uncwil.edu. Additionally, you may request a renewal by telephone at 962-3272 or in person, at the Circulation Desk. Overdue materials may be renewed online and the overdue charges will be added to your library account. Once there is a fine attached, it must be paid before renewing again. If another user has placed a hold on an item, a renewal will not be permitted.

A/V Renewals
Renewals for videos, DVDs, CDs and audiobooks are limited to two (2) per item.

Overdue, Damage, and Replacement Charges
The overdue charge is $.25 per item per day for books and government documents and $.50
per item per day for other materials, up to a maximum of $6.00 per item. Overdue charges for videos, DVDs, CDs and audiobooks are $1.00 per item per day, to a maximum of $10.00 per item. Reserve materials accrue overdue charges of $ .50 per hour for two and four hour reserve items. Borrowing privileges may be revoked if a user has overdue books or owes fines. Delinquent debts will be reported to your home institution.

If an item is damaged or lost, you will be charged the repair or replacement cost in addition to any overdue charges that have accumulated. Please note that water damage cannot be repaired, but must be replaced.

**Assistance**

**Please** inquire at the Reference Desk for assistance in locating materials.

We hope that you enjoy using the Randall Library.

Questions about this policy maybe addressed to Beth Roberts, Library Secretary. Last updated July 8, 2003.