

**Viterbo University
Todd Wehr Memorial Library**

Check-out Policies

Loan Periods:

- Audio visual items – 1 week
- Books (students) – 1 month
- Books (employees) – 3 months
- Career collection – 1 month
- Equipment – 7 days
- Periodicals – No checkout
- Reference books – 3 days
- Reserves – Set by instructor
- All items are due at the end of each semester

Responsibility:

The borrower is responsible for materials checked out to their account. They are also responsible for paying for damages or lost items.

Overdue and Late Charges:

It is the responsibility of the borrower to know and abide by all due dates. As a courtesy, the library will send email notifications of overdue items to Viterbo email accounts. Failure to receive an overdue notice does not absolve a borrower of their responsibility to return items on time. Equipment is considered lost two weeks past the due date. All other items are considered lost 30 days past the due date. Once lost, the borrower will be invoiced for the replacement cost of the item as determined by library staff plus a \$10 processing fee per lost item. Invoices with more than one item will have processing fees capped at \$30. Canned goods are accepted in lieu of processing fee payments (three canned goods = \$10). Processing fees are waived for current Viterbo employees. Invoices may be issued earlier at the end of each semester.

Check-out and interlibrary loan privileges may be suspended or revoked until lost material is returned or until all invoices are settled. Habitually overdue or invoiced library materials may lead to the permanent revoking of library privileges. (See *Personnel Policies, Administrative Procedures, and Regulations Handbook*, Section 5.6 and Section 8.6, which refer to mandatory reporting of theft of University property and unauthorized possession of University property.)

Renewals: Library materials may be renewed once. Renewals may be made in person, by email, by phone, or by signing into [My Library Account](#). Materials with an active hold or that have been recalled cannot be renewed. The renewal of overdue items must be approved by library staff.

Holds: Items placed on hold will be held for 7 days at the main desk. Holds may be placed on items that are checked out to another person. When the item is returned, the patron who placed the hold will be notified.

Reserves: Reserve items are located at the main desk. A listing of [course reserves](#) is available by title and instructor name in the online catalog. Check out periods are set by the instructor submitting the reserve. Reserve materials will be ready for check out the following day. All reserves must be removed at the end of each semester in accordance to copyright laws.

Returns: Materials may be returned to library staff at the main desk, the indoor book return slot on the side of the main desk, or the outside book return box at Murphy Center's south entrance. Please return library equipment and fragile materials indoors to prevent damage.

Schedules: Library equipment can be scheduled ahead of time by current Viterbo employees and students with faculty or library staff approval.

Who May Borrow: Current students and employees, alumni, retired and emeritus Viterbo employees, members of the Friends of the Library program, members of the FSPA, employees of Mayo Health System and Gunderson Lutheran Medical Center, local clergy, and students from the University of Wisconsin-La Crosse, Western Technical College, or Aquinas Schools. A valid photo ID must be presented to create a borrower account.