

Circulation Policy

Students may check out two books or magazines

Books and magazines are checked out for two weeks

A book may be renewed

Reference books are checked out “over night” only

A fine of \$.10 per day is charged for overdue books

The cost of the book is required for any damaged or lost book

Printing Costs:

Text-black/white	\$.05
All pictures- black/white or color	\$.25
Color text	\$.25