

# The College of Saint Rose

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## NEIL HELLMAN LIBRARY: POLICIES

### Loans and Renewals

#### Loan Periods for Students (Undergraduate and Graduate)

**Books:** 3 Week Loan, 5 Renewals

**McNaughton Books (Located in Reference Room):** 2 Week Loan, 1 Renewal

**Laptops:** 3 Hour Loan, 1 Renewal (No Renewals During Finals Week)

**DVD's:** 2 Day Loan, 1 Renewal

**CD's:** 3 Week Loan, 1 Renewal

**Musical Scores:** 3 Week Loan, 1 Renewal

**Study Rooms:** 4 Hour Loan, No Renewal

**Reference Books and Magazines:** Cannot Leave the Library

#### Loan Periods for Faculty and Full Time Staff

**Books:** End of the Semester

**McNaughton Books (Located in Reference Room):** 2 Week Loan, 1 Renewal

**Laptops:** 3 Hour Loan, 1 Renewal (No Renewals During Finals Week)

**DVD's:** 2 Week Loan, 1 Renewal

**CD's:** 3 Week Loan, 1 Renewal

**Musical Scores:** 3 Week Loan, 1 Renewal

**Study Rooms:** 4 Hour Loan, No Renewal

**Reference Books and Magazines:** Cannot Leave the Library

#### Loan Periods for DAP Card Holders for Other Institutions

**Books:** 3 Week Loan, 1 Renewal

**McNaughton Books (Located in Reference Room):** 2 Week Loan, 1 Renewal

**Laptops:** Not Allowed to Loan Laptops

**DVD's:** 2 Day Loan, 1 Renewal

**CD's:** 3 Week Loan, 1 Renewal

**Musical Scores:** 3 Week Loan, 1 Renewal

**Study Rooms:** 4 Hour Loan, No Renewal

**Reference Books and Magazines:** Cannot Leave the Library