AUDIOVISUAL CIRCULATION GUIDELINES

Palmer students, staff, and Alumni living within 30 miles:
- Check out period for circulating audiovisual materials is one week.
- One renewal for an additional one week may be granted per item.
- A total of five (5) audiovisual materials may be checked out at any one time.
- Non-circulating items must be used in-house, except as noted for classroom/club use.

Palmer Faculty Use:
- Check out period for circulating audiovisual materials is one week.
- One renewal for an additional one week may be requested per item.
- A total of ten (10) audiovisual items may be checked out at any one time.
- Non-circulating items must be used in-house, except as noted for classroom/club use.

Club Use:
- Non-circulating audiovisual materials may be checked out for 4 hours when a memo of authorization from the club’s faculty member sponsor is presented.
- Items must be returned immediately after use.