BOOK AND JOURNAL CIRCULATION GUIDELINES

Books
Palmer students, staff, and Alumni/ae living within 30 miles:
- Four week circulation period, with one four week renewal available.
- Students and staff are allowed to have up to thirty (30) items checked out at any time.
- Alumni/ae are allowed to have up to ten (10) books checked out at any time.
- Recalls and Holds may be placed for materials currently held by other patrons.
- Reference materials have a one (1) day loan period.

Palmer Faculty:
- Six month circulation period, with renewal available.
- All materials are subject to recall after a period of four (4) weeks of use.
- There are no limits placed on the number of items checked out at any one time.
- Recalls and Holds may be placed for materials currently held by other patrons.
- Faculty may be granted short-term loan privileges of Reference materials depending on the current demand for the material.

Students, staff, and faculty at MOBIUS participating institutions:
- Four week circulation period, with two renewals available.
- Patrons of MOBIUS participating institutions are allowed to have up to twenty (20) books checked out at any time.
- Recalls and Holds may be placed for materials currently held by other patrons.

Journals
Palmer students, staff, and Alumni/ae living within 30 miles:
- Journals must be used in-house.

Palmer Faculty:
- Journals may be checked out for five (5) days.
- There are no limits placed on the number of items checked out at any one time.
- One renewal is permitted.
- Recalls and Holds may be placed for materials currently checked out by other users.