Gerald D. Kellar Library
Self-Guided Library Orientation
Circulation Rules

- Main Book Collection: Books circulate for four weeks. Books are renewable unless a hold has been placed.

- Reserve Books: Seminary faculty may place certain books on reserve for use only in the library. If permission from the faculty member is received, a patron may check these items out overnight. Overnight materials should be returned by 9 a.m. the following morning.
Check out (charge out) procedure:
Present items to a library worker and have your library card ready.

Library cards are issued to all students. A non-student may purchase a card for $5. Non-students and all seminary graduates must pay a $2 renewal fee. Current students are exempt from this fee. A $5 replacement fee is charged for all lost cards.

Return date is stamped into the back of the book. Return material to the front desk or outside drop box if the library is closed.

Renew materials in person, phone 903-586-2501 ext. 232, or email alicia@bmats.edu
Circulation Rules

- Periodicals may not be checked out, but may be photocopied on the copy machine.
- Reference books are normally for library use only, but may be charged out for overnight use when special permission is granted.
- Audio Visual materials circulate for one week unless video or DVD is being used for a correspondence course.
- Microfilm does not circulate, but portable microfiche readers may be charged out for one week.
- Equipment such as audio cassette players, an opaque projector, a 16mm projector and screens, maybe charged out when a rental fee is paid.
Circulation Rules

- Fines for past-due materials:
  - Four-week books – 10 cents per day
  - Overnight books – 25 cents per day
  - Audiovisuals – 10 cents per day

- When it becomes necessary for the library to contact a student regarding overdue materials, a charge of $1.00 processing fee will be added to the overdue fine.

- Lost books require the retail price of the book and a $10.00 processing fee.
Circulation Rules

- **Hold Cards**
  Any four-week or reserve book may be reserved for charge out at a future date by asking the circulation attendant to fill out a hold card.

- **Materials will be released to other patrons as follows:**
  - Four-week books – 1 day
  - Overnight books – 3 hours
  - Audio or Video cassette – 1 day