

Buswell Library Borrowing Policies

Patron types→	WC Faculty		WC Graduate Students		WC Undergraduate Students, Staff, & Staff Families		I-Share Borrowers		Visitor Accounts											
Item types↓	Loan Period	Renewals	Loan Period	Renewals	Loan Period	Renewals	Loan Period	Renewals	Loan Period	Renewals										
Circulating Items:	3 months, limit 150	3	8 weeks, limit 99	3	4 weeks, limit 99	3	4 weeks, no limit	faculty - 6; students & staff - 3;	Paid & ATLA borrowers: 4 weeks, limit 10; Wheaton Public Library borrowers: 4 weeks, limit 3	1										
Books																				
CD-ROM																				
Curriculum																				
Government Document																				
Map																				
Music Score																				
Sheet Music																				
Spoken-Word CDs																				
Media Items:	2 weeks	1	2 weeks, limit of 3	no renewals	2 weeks, limit of 3	no renewals	2 weeks, limit of 3	no renewals	non-circulating											
DVD																				
CD (music)																				
OPUS	4 weeks	3	4 weeks	3	4 weeks	3	4 weeks	3	non-circulating											
Course Reserves	not applicable		2 hours, limit 1	no renewals	2 hours, limit 1	no renewals	non-circulating		non-circulating											
I-Share Items	28 days	6	28 days	3	28 days	3	not applicable		not applicable											
ILLiad Items	Variable		Variable		Variable		not applicable		not applicable											
Permanent Reserves:																				
CD-ROMs, audio CDs	28 days	1	28 days	1	28 days	1	non-circulating		non-circulating											
Cable lock	2-8 hours	in-library-use only	2-8 hours	in-library-use only	2-8 hours	in-library-use only	2-8 hours	in-library-use only	2-8 hours	in-library-use only										
CD drive	2-8 hours		2-8 hours		2-8 hours		2-8 hours		n/a											
Ethernet cable	2-8 hours		2-8 hours		2-8 hours		2-8 hours		2-8 hours											
Headphones	2-8 hours		2-8 hours		2-8 hours		2-8 hours		2-8 hours											
Mice	2-8 hours		2-8 hours		2-8 hours		2-8 hours		2-8 hours											
Stand-up desk	2-8 hours		2-8 hours		2-8 hours		2-8 hours		2-8 hours											
Camera equipment	2 hours		in-library-use only		non-circulating		in-library-use only		non-circulating		in-library-use only	non-circulating	non-circulating	non-circulating						
Class clicker set	2 hours				non-circulating				non-circulating						non-circulating					
Document display camera	2 hours	non-circulating		non-circulating	non-circulating															
DVD writer	2 hours	2 hours		2 hours	2 hours															
Flat-screen connector	2 hours	2 hours		2 hours	2 hours															
Laptop	2 hours	2 hours		2 hours	2 hours															
Laptop power cord	2 hours	2 hours		2 hours	2 hours															
Locker padlock	2 hours	2 hours		2 hours	2 hours															
Overhead projector	2 hours	2 hours		2 hours	2 hours															
Presenter tool	2 hours	2 hours		2 hours	2 hours															
Tempo watch	2 hours	2 hours		2 hours	2 hours															
USB	1 week	1 week		1 week	1 week															
Kill-a-Watt Meter	1 week	no renewals	1 week	no renewals	1 week	no renewals	no renewals	no renewals	no renewals											
NIV Audio Bible	1 week		1 week		1 week															
Verilux happy light	1 week		1 week		1 week															
iPad & case	2 hours - 1 week	1	2 hours - 1 week	1	2 hours - 1 week	1	non-circulating		non-circulating											
Non-Circulating Items:	Non-circulating; in-library-use only		Non-circulating; in-library-use only		Non-circulating; in-library-use only		Non-circulating; in-library-use only		Non-circulating; in-library-use only											
Bound journal																				
Current journal																				
Index																				
LP record																				
Microfilm; microfiche																				
Music cassette																				
Reference book																				
Special Collections																				
Fees:	No overdue fees on Wheaton College items		\$0.50 per day per item, not assessed until 10 days overdue, minimum fee is \$5, maximum fee is \$10		\$0.50 per day per item, not assessed until 10 days overdue, minimum fee is \$5, maximum fee is \$10		No overdue fees on I-Share items		\$0.50 per day per item, not assessed until 10 days overdue, minimum fee is \$5, maximum fee is \$10											
Overdue - DVD, VHS, CD											No overdue fees on Wheaton College items		\$1 per day per item		\$1 per day per item		No overdue fees on I-Share items		not applicable	
Overdue - Reserve items											not applicable		\$1 per hour per item; iPads & Laptops \$10 per hour		\$1 per hour per item; iPads & Laptops \$10 per hour		not applicable		\$1 per hour per item	
Replacement fee - books and most other items	Replacements paid for with faculty department library funds		\$55 + \$10 processing fee																	
Replacement fee - VHS & DVD			\$75 + \$10 processing fee																	
Replacement fee - CD			\$45 + \$10 processing fee																	
Replacement fee - map, audiocassette			\$30 + \$10 processing fee																	
Replacement fee - journals, reference, special items			\$150 + \$10 processing fee																	
Replacement fee - laptops, iPads			\$1000 + \$10 processing fee		\$1000 + \$10 processing fee															