

Don C. Locke Library Lending Policy

- A-B Tech issues photo ID cards for curriculum students and employees, which also serve as your library card.
- Students need to validate current enrollment status with the library each semester.
- All library users must have their A-B Tech photo ID with them to check out any library materials.
- Lost cards can be replaced for a fee payable at the A-B Tech Business Office. Bring your receipt to the ID card office to have a replacement ID made.
- Continuing Education students and Buncombe or Madison county residents 18 years and older can apply for a community library card. A driver's license or other acceptable form of photo id is required. Card replacement fee is \$3.00.

A date due receipt is provided for all items checked out. Each Borrower is responsible for all materials charged to his/her card. Email overdue notices are sent as a courtesy and failure to receive one will not be considered reason for cancellation of fines. Library materials are the property of the State of North Carolina and you will be charged replacement costs plus a processing for lost or damaged items.

Fines and other charges will be assessed for all days Holly Library is open as follows:

Materials	Borrower Type	Loan period	Overdue fine
Books	All patrons	2 weeks	25 cents/day
Media	Curriculum students/Employees	1 week	\$1.00/day per item
Periodicals (limit 3)	Curriculum students/Employees	1 week	50 cents/day per item
2 & 4-hour reserves (in-building checkout)	Curriculum students/Employees	varies	50 cents/hour
All other reserves	Curriculum students/Employees	Varies	\$1.00/day
Calculators	Curriculum students/Employees	2 weeks	\$2.50/day
Laptops (in-library checkout)	Curriculum students/Employees	3 hours	\$5.00/hour
Laptops (home use checkout)	Curriculum students/Employees	2 weeks	\$5.00/day
eReaders	Curriculum students/Employees	2 weeks	\$5.00/day
Research Central computers	All patrons		
Wireless internet access	All patrons	No code needed.	
Access to NC Live and other electronic databases	All patrons on campus	Off campus access for students/staff: username=last name Password=your 7 digit college ID #	

Renewals

Books and audio media may be renewed one time in person or online unless there is a hold on the item. DVDs, magazines, and reserve materials may not be renewed.

LIBRARY BORROWING PRIVILEGES

	Curriculum Students	Dual Enrolled High School/Early College Students	Community Patrons, Continuing ED (Students & PT Employees)	AB Tech Faculty & Staff (FT and PT)
Type of Card	A-B Tech Photo ID	A-B Tech Photo ID	White	A-B Tech Photo ID
Library card Renewal	Update every semester	Update every semester	Renew once a year	Card valid while currently employed
Feature Film (NOT R-rated) checkout	Yes (7 days; no renewal)	Yes (7 days; no renewal)	NO	Yes (7 days; no renewal)
Feature Film R-rated checkout	Yes (7 days; no renewal)	NO	NO	Yes (7 days; no renewal)
Other media collections (AV downstairs, NC, ECAV, FACA, Audio books) checkout	Yes (7 days; 1 renewal)	Yes (7 days; 1 renewal)	NO	Yes (7 days; 1 renewal)
# of media allowed out per type	2	2	0	2
Reserve checkout	Yes	Yes	NO	Yes
Magazine checkout	Yes (3 issues,1 week no renewal)	Yes (3 issues,1 week no renewal)	NO	Yes (3 issues,1 week no renewal)
# of books allowed out (General Collection only)	No limit	No limit	5 at a time	No limit
General book checkout period	14 days; 1 renewal	14 days; 1 renewal	14 days; 1 renewal	28 days
NC LIVE remote access password	Yes	Yes	NO	Yes
ILL (Interlibrary Loan)	Yes	Yes	NO	Yes
Research Central PCs	Yes	Yes	Yes	Yes
Open Computer Lab	YES	YES	Yes	Yes
Laptop checkout	Yes (3 hours in library use/2 week at home, no renewal)	Yes (3 hours in library use/2 week at home, no renewal)	NO	Yes (2 weeks, no renewal on same laptop)

