

**Gangwish Library Circulation Policies**

**Due Dates**

Circulating books have two checkout dates for students at the Campus: Midterm and at the end of the semester. Books may be renewed unless recall is requested. APOS students may checkout books which will be due at the end of the term. Books are subject to recall after four weeks.

Media is checked out for one week and may be renewed if there is not a hold on the item.

**Overdue Notices**Overdue notices are sent as a courtesy after material is past due. Users are responsible for returning or renewing materials on time whether or not a notice has been received.

**Fines**There are no fines for late books.

**Fees**Replacement charges and reprocessing fees are charged for materials that have not been returned four weeks after they are overdue. If materials are subsequently returned, the cost of the replacement will be refunded; however, the borrower will still be required to pay the reprocessing fee.  Charges are added to the student’s account in the Business Office.

**Interlibrary Loan**Ottawa University students, faculty and staff may make interlibrary loan requests for books and photocopies of periodical articles which are not owned by Gangwish Library.  Books and media received on ILL are not mailed to patrons; they must be picked up in person at Gangwish Library.