

Loan Periods (Physical Materials)

	Item	Loan Period	Renewals	Late Charges
NorQuest Students**	Books, Media	3 weeks	4	N/A
	Reserve Textbooks	3 hours	0	N/A
NorQuest Staff/Faculty	Books/Resources - Curriculum	1 term	3	N/A
	Books – Main Collection, Media	3 weeks	4	N/A
NEOS Patrons** (students, staff, faculty from other NEOS libraries)	Books – Main Collection, Media	3 weeks	4	N/A
External Borrowers** (The Alberta Library cardholders and Edmonton Public Library cardholders)	Books – Main Collection, Media	2 weeks	4	\$1.00/day

Lost items will be charged a cost of the original purchase price.
Distance students will receive a longer loan period to allow for shipping time.

**Users are restricted from borrowing items marked as Curriculum.

Reserve Item Loan Periods

Item	Loan Period	Renewals	Lost Charges
Textbooks*	3 hours	0	Original cost
Whiteboard markers	24 hours	0	Original cost
Phone charging cable	24 hours	0	Original cost
Calculators**	3 hours	0	Original cost
CD players	3 weeks	0	Original cost
DVD players**	24 hours	0	Original cost
Craft/art supplies	24 hours	0	Original cost

Reserve items are only available for NorQuest students, staff and faculty.

Please note that the Library reserves the right to restrict or block access to reserve items if users continuously return items late.

*Textbooks can be taken out for additional time if demand is low. In periods of high demand, they will be held at the desk for 15 minutes upon return to allow other students to have an opportunity to borrow.

**If you need items for longer than 3 hours, please speak to a staff person at the desk when you are checking out.