

CIRCULATION POLICIES GRID

User Category	ASU Faculty	ASU Staff	ASU Grad Students	ASU Undergrad Students (includes Dual Credit)	Designated Scholar Groups	Friends of the Library	TexShare Card	Fee Payers	ASU Retirees & Spouses Family of Faculty/Staff ASU Affiliate Groups	ILL Loan Length
Stacks including PBK	120 days 5 renewals	42 days 1 renewal	42 days 1 renewal	21 days 3 renewals	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	42 days
Circ CD-ROMs	120 days 5 renewals	42 days 1 renewal	42 days 1 renewal	21 days 3 renewals	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	non-circ
Juvenile Books/CDs	120 days 5 renewals	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal
Curriculum Books	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
US & TX Docs	21 days 5 renewals	21 days 2 renewals	21 days 2 renewals	21 days 2 renewals	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	21 days 1 renewal	42 days
Docs Maps & CDs	7 days 2 renewals	3 days 1 renewal	3 days 1 renewal	3 days 1 renewal	3 days 1 renewal	3 days 0 renewals	3 days 0 renewals	3 days 0 renewals	3 days 0 renewals	non-circ
PRA books	120 days	42 days	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
Permanent Res	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	2 hours In-house	non-circ
Closed Res	7 days 0 renewals	2 hours In-house	2 hours In-house	2 hours In-house	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
1 Day Res	7 days 0 renewals	1 day 0 renewals	1 day 0 renewals	1 day 0 renewals	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
3 Day Res	7 days 0 renewals	3 days 0 renewals	3 days 0 renewals	3 days 0 renewals	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
Media items	7 days 2 renewals	3 days 1 renewal	3 days 1 renewal	3 days 1 renewal	3 days 1 renewal	3 days 0 renewals	3 hours In-house	3 days 0 renewals	3 days 0 renewals	non-circ
Jrnls, Ref. Coll. & Newspapers	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
WTC, Rmt Strg / Closed Stks	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ
*SRs/PPR	Yes	Yes	Yes	Yes	No	No	No	No	No	n/a
Microforms	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	non-circ	42 days
Max # Borrowed	no max	no max	no max	no max	10	5	2	2	10	n/a
Eligible for ILL?	Yes	Yes	Yes	Yes	No	Yes	No	No	No	n/a

*Study Rooms/Presentation Practice Room

CIRCULATION FINES GRID*

User Category	ASU Faculty	ASU Staff	ASU Grad Students	ASU Undergrad Students (includes Dual Credit)	Designated Scholar Groups	Friends of the Library	TexShare Card	Fee Payers	ASU Retirees & Spouses; Family of Faculty/Staff; ASU Affiliate Groups
Overdue Interlibrary Loans	\$1/day/item no max	\$1/day/item no max	\$1/day/item no max	\$1/day/item no max	n/a	\$1/day/item no max	n/a	n/a	n/a
Overdue Closed Reserves	none	none	10¢/min/item	10¢/min/item	n/a	n/a	n/a	n/a	n/a
Overdue 1 Day Reserves	none	none	\$2/day/item	\$2/day/item	n/a	n/a	n/a	n/a	n/a
Overdue 3 Day Reserves	none	none	50¢/day/item	50¢/day/item	n/a	n/a	n/a	n/a	n/a
**SRs & PPR	none	none	10¢/min	10¢/min	10¢/min	n/a	n/a	n/a	n/a
Processing Fee	\$20/item	\$20/item	\$20/item	\$20/item	\$20/item	\$20/item	n/a	n/a	n/a
Reasons Privileges are Suspended	5 o/dues 1 o/due>100 days 1 o/due recall \$10 fine	5 o/dues 1 o/due>100 days 1 o/due recall \$10 fine	5 o/dues 1 o/due>100 days 1 o/due recall	5 o/dues 1 o/due>100 days 1 o/due recall	1 o/due 1 o/due recall \$5 fine	2 o/dues 1 o/due recall \$5 fine	1 o/due 1 o/due recall	1 o/due 1 o/due recall	5 o/dues 1 o/due recall

*All Fines (except ILL) max out at \$25/item

**Study Rooms / Presentation Practice Room