# Faculty Borrowing Policies

**DVDs & VHS**

<table>
<thead>
<tr>
<th>LIMIT</th>
<th>NON-RESERVES</th>
<th>RESERVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 items per person at one time</td>
<td>7 days* plus the day of check-out</td>
<td>6 hours or 15 min before closing time (whichever comes first; non-renewable)</td>
</tr>
</tbody>
</table>

* A prior intersecting booking by another borrower will automatically adjust your loan to less than 7 days.

Video items may be renewed at AFC before or on the due date, if not previously requested. Bring in the item to renew.

### IMPORTANT:

AFC video **cannot** be renewed online.

---

**AUDIO**

<table>
<thead>
<tr>
<th>LIMIT</th>
<th>NON-RESERVES</th>
<th>RESERVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 items per person at one time</td>
<td>7 days† plus the day of check-out</td>
<td>6 hours or 15 min before closing time (whichever comes first)</td>
</tr>
</tbody>
</table>

† Renewable up to three times online via your BobCat library account, except when requested by another borrower.

---

Your **receipt** shows the **due date & time** for each item.

All AFC materials must be **returned & checked-in** at the **AFC service counter** or deposited in the **after hours drop box** located at the **AFC entrance**.

Your receipt shows the due date & time for each item.

All AFC materials must be **returned & checked-in** at the **AFC service counter** or deposited in the **after hours drop box** located at the **AFC entrance**.

---

* A prior intersecting booking by another borrower will automatically adjust your loan to less than 7 days.

Video items may be renewed at AFC before or on the due date, if not previously requested. Bring in the item to renew.

### IMPORTANT:

AFC video **cannot** be renewed online.