

## **Circulation Policy for VLS Students**

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All current Vermont Law School (VLS) students, faculty and staff are eligible to borrow material from the Library. The guidelines below focus on VLS students.

### **Checking Out Library Materials**

- Search the library's wealth of materials via JULIEN: <http://julien.vermontlaw.edu>.
- Regular library materials circulate for 28 days. Up to three (3) renewals are permitted as long as no one needs the item.
- Reserve and course reserve material are requested at the Information Desk and generally circulate for two (2) hours. Renewals are permitted as long as no one needs the item. A *Waiting List* is used to manage hourly hold requests.
- Overnight checkout for reserve and course reserve material is available two hours before closing in fall/spring semesters and one hour before closing during the summer session. All material must be returned by 9 a.m. the next day or during summer weekdays at 8 a.m.
- Non-circulating material such as multi-volume sets, reference materials, and journals general do not circulate.
- Need special assistance or longer borrowing time? Please ask. We are always happy to review your request.

### **Library Charges:**

- Help us keep a "no fine" policy. Return material by stated or recall due date. It is a VLS Honor Code Violation to keep material especially hourly items beyond the due date.
- Borrower is responsible for lost, damaged or non-returned library material. Students will be billed through VLS Business Office and registering for classes or access to transcripts could be affected.

### **Borrowing Privileges for VLS Off-Campus Students:**

- Every effort is made to extend borrowing privileges to current VLS off campus users.
- There are several delivery methods depending on material and availability. The methods include *Document Scan and Deliver*, mail delivery, or suggest using their local interlibrary loan service.

### **Other Related Topics:**

- Any current borrower or desk staff member can place a *HOLD* on a print title that is checked out.
- Unable to locate what you are looking for? An item is missing from the shelf? Ask the desk staff for assistance. We will perform a missing item search.
- If the item is not available, we will suggest other alternatives such as interlibrary loan, request library purchase a second copy or refer the borrower to reference staff.
- Need help accessing e-titles? See <http://julien.vermontlaw.edu/help> or ask library staff.

For more information about circulation, contact Michele LaRose, Access Services and Interlibrary Loan Librarian, at [mlarose@vermontlaw.edu](mailto:mlarose@vermontlaw.edu) or stop by the Information Desk.