**Julien and Virginia Cornell Library**

**Vermont Law School**

**South Royalton, Vermont**

**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**](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 is 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 return 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.

* 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 infodesk@vermontlaw.edu or stop by the Information Desk.

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