

Comprehensive Circulation Policy and Quick Guide

I. MARYMOUNT LIBRARY COLLECTIONS

The Emerson G. Reinsch Library collection supports the Marymount University's (MU) academic programs as well as the varied information needs of its student, faculty, staff, emeriti, alumni, consortium, and community and special borrowers.

MU is a member of the Washington Research Library Consortium (WRLC), which allows eligible patrons to borrow materials from most of the academic libraries in the Washington, DC area through Consortium Loan Services. Patrons use *MULibrary Search* on the library homepage to find materials such as books, journals, streaming videos and DVDs owned by MU and other WRLC member libraries.

Please refer to the [Quick Guide](#) below for details.

Print Resources

Most of the library's print collections are housed on the main campus in the Emerson G. Reinsch Library, though there are less frequently used materials at the WRLC Shared Collections Facility. Reinsch Library on main campus welcomes [visitors and community members](#).

Online Resources

MU library users can access databases for Articles, Journals, E-Books, Electronic Reference, and Streaming Media. Only currently enrolled MU students, faculty, and staff may access these resources off-campus.

Digital Collections

The [Digital Collections](#) consist of MU yearbooks, artifacts, and faculty and student scholarship. Access to some documents is limited to currently enrolled MU students, faculty, and staff.

Course Reserves and Curriculum Collection

Course Reserves are restricted to currently enrolled MU students and faculty. Patrons must present a valid MU ID card or legal ID to check these items out. Standard loan period is 3 hours. However, the instructor may grant longer borrowing periods or designate items for in-library use only.

MU's **Curriculum Collection** provides a representative sample of textbooks and other educational materials currently in use by school systems in the area. The collection includes teacher's manuals, lesson planning tools, math manipulatives, guided reading

sets, educational games, and other instructional materials. Curriculum materials circulate to currently enrolled MU students and faculty only.

Study Aids

Restricted to currently enrolled MU students, faculty, and staff only, items include **dry erase markers, laser pointers, and binoculars.**

Board Games

Board games circulate to currently enrolled MU students, faculty, and staff only and can leave the library. There is no limit on how many times per semester students, faculty, and staff may check out library board games. Patrons may play board games in the library, except for designated quiet areas (i.e., ground floor). Board games must be returned to the Circulation Desk at Reinsch Library on main campus (no book drops).

Patrons are responsible for excessive damage to library board games materials and will be held accountable for replacing the entire board game by either supplying a new game or paying the replacement fee.

Technology and Media

The collection comprises laptops, graphing calculators, *ClickShare* devices, DVD players, and other devices (headphones, cables, chargers, standard calculators, mouse), as well as media (DVDs). Technology devices circulate to currently enrolled MU students, faculty and staff only and can leave the library. Technology devices may circulate to MU alumni for in-library use only (iPads do not circulate to Alumni). Faculty may not check out multiple technology devices for classroom use. However, faculty may borrow a suite of iPads for in-library use only. Users may not check out more than one device of the same type at the same time. **Laptops** and their chargers must circulate together. Personal files must be deleted from technology devices before returning them to circulation.

DVD drives circulate to faculty, staff, and students. They must be returned to the Circulation Desk at the Reinsch Library (no book drops).

There is no limit on how many times per semester a student may check out a technology device. Technology devices will be checked by circulation staff to be in working order before being checked in by a patron. Replacement of a damaged or lost device or media may be considered at the discretion of the library.

Special Collections

The John T. and Agnes J. Gomatos Collection comprises an eclectic mix of 12th-20th century history, literature, mythology, travel literature, religion, and other texts. This collection is located on the second floor of Reinsch Library in the Gomatos Special Collections Room.

The Mabelle Wilhelmina Boldt Collection of Interior design materials includes floor plans, blueprints, drawings, paintings, and models. This collection is located on the ground floor of the Reinsch Library. Online digitized Boldt collection materials can be found on MU's [digital repository](#).

Many Special Collections materials are not eligible for physical loan. Physical loans from Special Collections may be considered if all other options have been exhausted. Special Collections materials may be borrowed from other WRLC libraries where permitted; these materials can be used in the Gomas Special Collections Room of Reinsch Library.

If Special Collections materials are damaged or lost while on loan, MU libraries are responsible for materials during transit, i.e., with the WRLC's courier service. If materials are damaged or lost when at the borrowing library, the borrowing library is responsible for the cost of repair or full replacement value.

Special Collections can be viewed at Reinsch Library by appointment Monday to Friday between 9am and 5pm. Detailed information on visiting and using the Special Collections can be found [here](#).

University Archives

The University Archives is open by appointment only. Items are not available for loan and many may be viewed online.

In-Library Use Only

Reference books, journals, and other periodicals, and some course reserve materials do not circulate and may not be removed from the library. In some instances, Interlibrary loans (ILL) and Special Collections items are in-library use only.

II. WASHINGTON RESEARCH LIBRARY CONSORTIUM (WRLC)

Students and faculty of WRLC libraries may submit online requests for Consortium Loan Services (CLS) items. All patrons must present a valid MU or WRLC-issued ID or legal photo identification and have an up-to-date account in order to check out materials. The approximate time for processing and delivery of requested items to Reinsch Library is 1 to 3 business days.

CLS items will be available for pickup at the Circulation Desk and will be held for 10 days, after which they will be returned to their home libraries. CLS loans from institutions other than MU may be renewed only by the borrower through their *My Library* account or by the lending institution. Unless otherwise specified, library loans may be returned at any MU or WRLC library circulation desk or book drop.

Currently enrolled MU students, staff, and faculty may also visit consortium libraries by presenting a valid university photo ID to borrow eligible items at WRLC member libraries.

[WRLC Borrowing and Consortium Loan Service.docx](#).

III. INTERLIBRARY LOAN

Interlibrary Loans are restricted to currently enrolled MU students, staff, and faculty (active and emeriti) only. Print and digital materials unavailable through MU may be obtainable through ILL. If an item is available to borrow through MU or CLS, the ILL request will be canceled and the patron will be notified. The ILL Associate may submit the request on behalf of the MU borrower.

Book loan delivery takes 7–10 days depending on availability and the location of the lender. Article delivery varies, depending on the lender and the delivery method; it usually takes 3-5 business days. Links to delivered articles will arrive by email and be posted to the borrower's ILL account.

IV. VIRTUAL LIBRARY OF VIRGINIA (VIVA) COOPERATIVE

VIVA is the academic library consortium of Virginia, serving 71 of the non-profit academic libraries, including all 39 public colleges and universities, 31 independent universities, and the Library of Virginia. This cooperative borrowing program allows students, faculty, and staff at VIVA institutions to request to borrow materials onsite from any participating library (<https://vivalib.org/va/resourcesharing/cooperative-borrowing>).

Currently enrolled MU students, faculty, and staff are eligible to borrow materials directly, on-site at participating libraries. Borrowers must present valid photo identification such as an institutional ID, as well as proof of current enrollment or employment, in order to borrow materials. Loan periods, eligible materials, and other policies are set by the lending library. The Cooperative Borrowing Program provides this information for each library.

V. BORROWERS

All patrons must present a valid MU or WRLC-issued ID or legal photo identification and have an up-to-date account in order to check out materials. Faculty, staff, and students at WRLC universities may borrow books from MU Library & Learning Services either by request through CLS or in-person.

Materials obtained from WRLC libraries or through ILL may be returned to the Reinsch Library Circulation Desk. When the library is closed, materials can be left in the book drops at the entrances of Reinsch Library unless otherwise specified.

For currently enrolled MU students, faculty, and staff, most books may be renewed three times through their *My Library* account, unless another borrower has requested the item. Recalled items must be returned immediately, regardless of the original due date, to avoid penalties. Circulation staff may place holds on behalf of MU and WRLC borrowers for most main collection items. The Circulation staff conduct routine and by-request searches for missing items. Borrowers may request an item from another institution if MU's holding is unavailable.

For all currently enrolled students, faculty, and staff, and emeriti faculty, the use of electronic resources is licensed for educational purposes, not for commercial endeavors.

Please refer to the [Quick Guide](#) below for details.

Students, Distance Learners, and Staff

Currently enrolled undergraduate and graduate students, including distance learners ("online-only students") and those enrolled in MU online graduate degree programs and study-abroad classes, as well as employed staff of MU may access materials owned by MU as well as through CLS and ILL.

Distance learners must provide a shipping address and specify whether they are requesting multiple items, which may be packaged together at the discretion of the Circulation Department. The library provides a return shipping label that matches the weight of the original package.

Active and Emeriti Faculty

Active and **emeriti faculty** have access to MU's full circulating collection, as well as CLS and ILL. Requests for other materials may be reviewed for consideration by the Dean of Libraries.

MU active and emeriti faculty in good standing may access the library's electronic resources remotely, using their MU ID and password.

Proxy Patrons

Any MU faculty, administrator, or staff may arrange for a library proxy to pick up and charge out items on their behalf from MU libraries.

The proxy must be a currently enrolled MU undergraduate or graduate student or a currently employed staff or faculty member. A designated library proxy may check out materials using their own MU ID card or other photo identification directly to the faculty/staff account (sponsor patron). A library proxy has no direct access to the faculty/staff account; all MU and WRLC materials will be charged to that account.

All circulation policies will apply. The loan period, due date, and eligible materials are determined according to the borrower's status (faculty or staff). The borrower will be

responsible for all items checked out to his or her account, including fines and fees, replacement charges, and holds and recalls for materials.

Please note: WRLC Catalog does not allow for a proxy patron to make on-line requests for Consortium, ILL, or other materials without the use of the borrower's own name and library barcode or ID number.

To obtain proxy borrowing, the faculty or staff member must contact the Circulation Department (mucirc@marymount.edu; 703-284-1533). The library will add up to two proxy patrons on each account. Proxy privileges may be valid for one or more semesters or for a specified period.

Students who may need a proxy for a disability accommodation should contact the Office of Student Access Services (access@marymount.edu; 703-908-7618). The loan period, due date, and eligible materials are determined according to the borrower's status (undergraduate or graduate). The borrower is responsible for all items checked out to his or her account, including fines and fees, replacement charges, and holds and recalls for materials.

Alumni

Upon completion of a degree at Marymount, students may continue using Reinsch Library as alumni patrons. Alumni borrowers have access to Reinsch Library's main collection. Access to databases, e-journals, and reference materials is available onsite only. Alumni accounts must be opened in-person at the Reinsch Library Circulation Desk. If an alumni candidate's expired student account is no longer in the library's information system, the Alumni Office must first verify eligibility (alumni@marymount.edu; 703-284-1541). Borrowing privileges are not transferable. Privileges may be renewed annually for patrons in good standing.

Campus Affiliates

Campus affiliate patrons are individuals providing paid or unpaid educational services only to currently enrolled MU students. They are designated by the School Director requesting access with approval from the College Dean, on a semester-by-semester basis. Access and use of library materials is provided strictly for the purpose of supporting the academic mission of the university, and any other use of materials is expressly prohibited, including any kind of commercial use (see below). Database access privileges are intended to provide campus-affiliate patrons access to library resources while complying with our contractual obligations with information providers.

Patrons are expressly forbidden to use library materials for commercial purposes. This includes, but is not limited to the following: the creation of custom textbooks for sale; reproduction of bibliographies in other works; posting any information on an open website which would allow downloading accesses works into commercial sites or services; and sending ANY materials (electronic or print) to a third party who is not a MU authorized user.

Other prohibited uses of library materials include, but are not limited to: alteration, modification, adaptation, or modification of any materials; removal or alteration of authors' names, copyright notices, trademarks, or other means of identification of disclaimers as they appear in the materials; systematic, mass or automated production of print or electronic copies of multiple extracts of licensed material for any purpose; or other use of the materials provided by the library that would infringe the copyright or other proprietary rights contained within said materials.

When access to library materials, equipment, facilities, and services is limited, student, faculty, and staff access to the aforementioned library resources will be prioritized over campus-affiliate patron access to said resources.

Campus-affiliate patrons will complete the authorization form ([Campus-Affiliate-Patron-Policy Form.pdf](#)) each semester in order to be issued a library barcode that will allow them to access library materials via remote authentication so that they are identified by the library as an authorized user.

Campus-affiliate patrons will have MU book or media borrowing privileges. They do not have consortium loan or ILL borrowing privileges. All library users must abide by the rules and regulations regarding the use of the facilities and the collection and are required to maintain current address and e-mail information in their patron account.

The School Director must send completed applications each semester to Human Resources for processing and to the library Circulation Coordinator.

Any violation of the terms above constitutes a breach of contract that will result in the immediate discontinuation of library privileges and may necessitate further legal action.

Consortium Patrons

Washington Research Library Consortium (WRLC)

Members and affiliates of the WRLC are welcome to visit the library and access physical items from the main collection. Access to databases, e-journals, and reference materials is available onsite only. An appointment is required in order to visit after 5:00 pm or on weekends. Appointments can be scheduled online (mucirculation@marymount.edu) and will be confirmed by email from Circulation staff. WRLC Students, faculty and staff must have an ID card from their home university, validated for the current semester, to borrow from MU's main collection and materials from the WRLC Shared Collection Facility.

Virtual Library of Virginia (VIVA) Cooperative

Students, faculty, and staff from VIVA institutions may request to check out physical books from the main collection in person at Reinsch Library. Access to databases, e-journals, and reference materials is available onsite only. VIVA Borrowers do not have access to materials or services of other WRLC libraries. ILL and distance borrowing services are not available to VIVA Borrowers.

Community Patrons

Visitors have access to the library's physical collections, public-use computers, and work spaces. The library closes to members of the community at 5:00 pm on weekdays and has limited hours on weekends. A community patron account allows borrowers to check out physical books from the main collection at Reinsch Library. Access to databases, e-journals, and reference materials is available onsite only. Periodicals, reference materials, reserve materials, special collections, and media items may not be loaned.

The account does not give access to materials or services of other WRLC libraries nor to ILL and distance borrowing services.

Borrowing privileges are not transferable. The card may be renewed annually for patrons in good standing. Overdue books or fines will block borrowing until the item(s) are returned and any fines/fees are paid.

Library visitors in the following categories are eligible to apply for an account:

Community Patrons—Arlington, Virginia Residents

Residents of Arlington County may establish an Arlington Borrowers account by completing an application and providing photo identification with proof of residency. There is no charge for an Arlington Borrowers card. Borrowers must be at least 18 years of age.

Community Patrons—Non-Arlington, Virginia Residents

Residents of the local area who live outside Arlington County may obtain a Special Borrowers card by completing an application form and providing photo identification with proof of address. The cost of the card will be \$75 per year or a one-time fee of \$200.

Catholic High School Students

Students currently enrolled at Bishop Ireton High School or Bishop O'Connell High School may obtain a Catholic High School library account by completing an application and presenting school photo identification. There is no charge for a Catholic High School library account.

VI. FINES AND FEES

The library automatically sends email reminders to patrons informing them of when their library loan due dates are approaching and when the loans are overdue. Patrons assume full responsibility for checking the status of their MU Library account (*MyLibrary* for loans, due dates, fines, and fees). The patron will lose library borrowing and database privileges until the charges are paid in full.

Recalled Items

In some instances, Marymount Libraries may need to recall a book that is currently on loan to a borrower. The library will notify the existing borrower of a revised due date; a late fine of \$5 per day (\$25 maximum) begins immediately after the revised due date.

Please refer to the [Quick Guide](#) below for details.

Paying Fines and Fees

Students

Library fines and fees must be paid through Student Accounts (Rowley Hall, Room 1011, Monday–Friday, 9:00 am to 5:00 pm; stuaffrs@marymount.edu; 703-284-1490). Payments for student library fines and fees are not accepted at the Reinsch Library Circulation Desk.

Staff and Faculty

Library fines and fees must be paid to the Reinsch Library Circulation Desk via cash or check only.

Alumni and Community Patrons

Library fines and fees must be paid to the Reinsch Library Circulation Desk via cash or check only.

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Comprehensive Circulation Quick Guide

MU Students

Account Block Threshold: \$25.00; Lost Processing Fee: \$30.00

3 days after item is declared lost, the non-refundable lost replacement and processing fees go to Student Accounts

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
MU and WRLC Main Collections	No limit	6 weeks	3 times	\$1.70/day; maximum \$25.00	29 days	\$80.00
Course Reserves	No limit	3 hours (may vary depending on the course and the instructor)	Non-renewable	\$2.50/day for overnight reserves and curriculum; \$0.50/hour for closed reserves; maximum \$10.00	3 days	\$80.00 OR actual replacement cost (whichever is higher)
Curriculum Collection	No limit	6 weeks	Non-renewable	\$2.50/day; maximum \$10.00	3 days	\$80.00 OR actual replacement cost (whichever is higher)
MU and WRLC Media (DVDs)	No limit	7 days	Non-renewable	\$5.00/day; maximum \$25.00	29 days	\$80.00 OR actual replacement cost (whichever is higher)
Technology: Laptop	1 at a time	4 hours	Non-renewable	\$1.00/hour; maximum \$25.00	3 days	\$1,500.00 (non-refundable) OR actual replacement cost (whichever is higher)

MU Students (continued)

Account Block Threshold: \$25.00; Lost Processing Fee: \$30.00

3 days after item is declared lost, the non-refundable lost replacement and processing fees go to Student Accounts

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
Technology: Graphing Calculators and ClickShare devices	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$200.00 OR actual replacement cost (whichever is higher)
Technology: DVD Drive	1 at a time	7 days	Non-renewable	\$5.00/day; maximum \$25.00	5 days	\$25.00 OR actual replacement cost (whichever is higher)
Technology: Other (headphones, cables, chargers, standard calculators, mouse)	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$25.00 OR actual replacement cost (whichever is higher)
Study Aids (Dry Erase Markers, Laser Pointer, Binoculars, USB Drive)	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$25.00 OR actual replacement cost (whichever is higher)
Board Games	2 at a time	7 days	Non-renewable	\$5.00/day; maximum \$25.00	5 days	\$25.00 OR actual replacement cost (whichever is higher)

MU Staff

Account Block Threshold: \$25.00; Lost Processing Fee: \$30.00

3 days after item is declared lost, the lost replacement and processing fees become non-refundable

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
MU and WRLC Main Collections	No limit	6 weeks	3 times	\$25.00 and blocked library account	29 days	\$80.00
MU and WRLC Media	No limit	7 days	Non-renewable	\$5.00/day; maximum \$25.00	29 days	\$80.00 OR actual replacement cost (whichever is higher)
Technology: Laptop	1 at a time	4 hours	Non-renewable	\$1.00/hour; maximum \$25.00	3 days	\$1,500.00 (non-refundable) OR actual replacement cost (whichever is higher)
Technology: Graphing Calculator and ClickShare devices	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$200.00 OR actual replacement cost (whichever is higher)
Technology: DVD Drive	1 at a time	7 days	Non-renewable	\$5.00/day; maximum \$25.00	5 days	\$25.00 OR actual replacement cost (whichever is higher)

MU Staff (continued)

Account Block Threshold: \$25.00; Lost Processing Fee: \$30.00

3 days after item is declared lost, the lost replacement and processing fees become non-refundable

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
Technology: Other (headphones, cables, chargers, standard calculators, mouse)	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$25.00 OR actual replacement cost (whichever is higher)
Study Aids (Dry Erase Markers, Laser Pointer, Binoculars, USB Drive)	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$25.00 replacement fee OR actual replacement cost (whichever is higher)
Board Games	2 at a time	7 days	Non-renewable	\$5.00/day; maximum \$25.00	5 days	\$25.00 OR actual replacement cost (whichever is higher)

MU Faculty: Active and Emeriti

Account Block Threshold: MU Faculty: None, Emeriti Faculty: \$300.00; Lost Processing Fee: \$30.00

3 days after item is declared lost, the lost replacement and processing fees become non-refundable

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
MU and WRLC Main Collections (active faculty only)	No limit	Semester, with fixed due dates 1/31, 5/31, 9/30	3 times	\$0.00	29 days	\$80.00
Course Reserves and Curriculum Collection	No limit	3 hours (may vary depending on the course and instructor)	Non-renewable	\$2.50/day for overnight reserves; \$0.50/hour for closed reserves; maximum \$10.00	3 days	\$80.00 OR actual replacement cost (whichever is higher)
Curriculum Collection	No limit	6 weeks	Non-renewable	\$2.50/day; maximum \$10.00	3 days	\$80.00 OR actual replacement cost (whichever is higher)
MU and WRLC Media	No limit	7 days	Non-renewable	\$5.00/day; maximum \$25.00	29 days	\$80.00 OR actual replacement cost (whichever is higher)
Technology: Laptop	1 at a time	4 hours	Non-renewable	\$1.00/hour; maximum \$25.00	3 days	\$1,500.00 (non-refundable) OR actual replacement cost (whichever is higher)

MU Faculty: Active and Emeriti (continued)

Account Block Threshold: MU Faculty: None, Emeriti Faculty: \$300.00; Lost Processing Fee: \$30.00

3 days after item is declared lost, the lost replacement and processing fees become non-refundable

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
Technology: Graphing Calculators and ClickShare devices	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$200.00 OR actual replacement cost (whichever is higher)
Technology: DVD Drive	1 at a time	7 days	Non-renewable	\$5.00/day; maximum \$25.00	5 days	\$25.00 OR actual replacement cost (whichever is higher)
Technology: Other (headphones, cables, chargers, standard calculators, mouse)	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$25.00 OR actual replacement cost (whichever is higher)
Study Aids (Dry Erase Markers, Laser Pointer, Binoculars, USB Drive)	1 at a time	4 hours	Non-renewable	\$0.50/hour; maximum \$10.00	3 days	\$25.00 OR actual replacement cost (whichever is higher)
Board Games	2 at a time	7 days	Non-renewable	\$5.00/day; maximum \$25.00	5 days	\$25.00 OR actual replacement cost (whichever is higher)

MU Alumni

Account Block Threshold: \$10.00; Lost Processing Fee: \$30.00

3 days after item is declared lost, the lost replacement and processing fees become non-refundable

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
MU Main Collection	10 at a time	4 weeks	2 times	\$0.25/day; maximum \$10.00	29 days	\$80.00

WRLC Students and Staff

Account Block Threshold: 29 days overdue; Lost Processing Fee: \$30.00

3 days after item is declared lost, the lost replacement and processing fees become non-refundable

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
MU Main Collection	No limit	6 weeks	3 times	N/A	29 days	\$80.00

WRLC Active Faculty

Account Block Threshold: 29 days overdue; Lost Processing Fee: \$30.00

3 days after item is declared lost, the lost replacement and processing fees become non-refundable

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
MU Main Collection	No limit	Semester, with fixed due dates 1/31, 5/31, 9/30	3 times	N/A	29 days	\$80.00

Community and Special Borrowers

(Arlington Residents, Catholic High School Students, Campus Affiliates, VIVA Cooperative)

Account Block Threshold: \$10.00; Lost Processing Fee: \$30.00

3 days after item is declared lost, the lost replacement and processing fees become non-refundable

Material Type	Item Allowance	Loan Period	Renewal Allowance	Late Fine	Declared Lost	Lost Replacement Fee
MU Main Collection	5 at a time	4 weeks	1 time	\$0.25/day; maximum \$10.00	29 days	\$80.00

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