

# Borrowing Policy

## Who can borrow items from the Library?

Active faculty, faculty emeriti, students, and staff with a valid Wheaton ID may borrow materials in person.

Faculty, staff and students from [HELIN Consortium member institutions](#) may also borrow materials from certain collections. HELIN members must present a valid college or university ID at the Information Desk.

While in the building, guests and alumni are welcome to access our print collection. If you would like to check out a book, please bring a current photo ID to the Information Desk in the [Atrium](#).

## How long can I keep my items?

### Students

- Most circulating items are due the last day of finals each semester.
- Course reserves can be borrowed for 2 hours. See our [FAQ](#) for more information.
- Items from the board game collection can be borrowed for 7 days.
- Chargers and dongles can be borrowed for 4 hours.
- GoPros, the button maker, and other equipment can be borrowed for 7 days.

Most items you check out from Wallace Library's collection can be renewed once through [your library account](#) as long as another user has not placed a hold on the item.

- HELIN items can be borrowed for 28 days and can be renewed once.
- Interlibrary Loan items are due on the date indicated on the label on the front of the item. To request a renewal, subject to approval by the lending library, email [discovery\\_access@wheatoncollege.edu](mailto:discovery_access@wheatoncollege.edu).

### Faculty, Faculty Emeriti, and Staff

- Most circulating items are due after 90 days.
- [Course reserves](#) can be borrowed for 2 hours.
- Items from the board game collection can be borrowed for 7 days.
- Chargers and dongles can be borrowed for 4 hours.
- GoPros, the button maker, and other equipment can be borrowed for 7 days.

Items that circulate for 90 days will be automatically renewed an unlimited number of times, as long as another user has not placed a hold on the item. Other items can be renewed three times through [your library account](#) as long as another user has not placed a hold on the item.

- HELIN items can be borrowed for 28 days and will automatically renew once.
- Interlibrary Loan items are due on the date indicated on the label on the front of the item. To request a renewal, subject to approval by the lending library, email [discovery\\_access@wheatoncollege.edu](mailto:discovery_access@wheatoncollege.edu).

## Alumni and Guests

Alumni and guests may check out up to 5 books for 28 days. Any book you check out can be renewed once as long as another user has not placed a hold on the book. To renew, please call 508-286-8224 or email [discovery\\_access@wheatoncollege.edu](mailto:discovery_access@wheatoncollege.edu).

## What happens if I don't return my items on time or I lost or damaged an item?

### Students

For most circulating items, you will receive automated notifications from the library system before the item's due date, on the item's due date, and when the item is two days overdue. If you have not returned the item within seven days of its due date, your borrowing privileges will be blocked. You will receive an email notification of this block. Once you return the overdue items, your borrowing privileges will be reinstated.

When you borrow items with shorter borrowing periods (2 hours to 7 days), you will receive similar automated notifications about the item's due date and time. If you do not return the items within 24 hours of their due date and time, your borrowing privileges will be blocked. You will receive an email notification of this block. Once you return the overdue items, your borrowing privileges will be reinstated.

If you have lost or damaged an item, please email us at [discovery\\_access@wheatoncollege.edu](mailto:discovery_access@wheatoncollege.edu) or stop by the Information Desk between 11:00 am and 5:00 pm weekdays. We will work with you to resolve the issue and reinstate your borrowing privileges. Intentional damage of library materials may incur repair or replacement fees at the discretion of library personnel. Lost or damaged interlibrary loan items will incur the repair or replacement fee set by the lending library.

Item Type	Borrowing Length	Renewals	First Email reminder	Second Email reminder	Third Email reminder	Borrowing Privileges Blocked
<b>Most circulating items</b>	Until last day of finals each semester	One, as long as no holds on item	15 days before end of finals	On due date	2 days after due date	7 days after due date
<b>Course reserves</b>	2 hours	One, as long as no holds on item	At due time	2 hours after due time	n/a	24 hours after due time

<b>Chargers, Dongles</b>	4 hours	One, as long as no holds on item	30 minutes before due time	At due time	4 hours after due time	24 hours after due time
<b>Board Games &amp; Miscellaneous Objects</b>	7 days	One, as long as no holds on item	2 days before due date	On due date	n/a	24 hours after due date
<b>HELIN items</b>	28 days	One, as long as no holds on item	Varies, set by lending library	Varies, set by lending library	Varies, set by lending library	7 days after due date
<b>Interlibrary loan items</b>	Varies, set by lending library	Varies, set by lending library	2 days before due date	On due date	2 days after due date	7 days after due date

### Faculty, Faculty Emeriti, and Staff

Most circulating items will be automatically renewed an unlimited number of times. If someone places a hold on the item, you will receive automated notifications from the library system before the item's due date, on the item's due date, and when the item is two days overdue. If you have not returned the item within seven days of its due date, your borrowing privileges will be suspended. You will receive an email notification of this suspension. Once you return the overdue items, your borrowing privileges will be reinstated.

When you borrow items with shorter borrowing periods (2 hours to 7 days), you will receive similar automated notifications about the item's due date and time. If you do not return the items within 24 hours of their due date and time, your borrowing privileges will be suspended. You will receive an email notification of this suspension. Once you return the overdue items, your borrowing privileges will be reinstated.

If you have lost or damaged an item, please email us at [discovery\\_access@wheatoncollege.edu](mailto:discovery_access@wheatoncollege.edu) or stop by the Information Desk between 11:00 am and 5:00 pm weekdays. We will work with you to resolve the issue and reinstate your borrowing privileges. Intentional damage of library materials may incur repair or replacement fees at the discretion of library personnel. Lost or damaged interlibrary loan items will incur the repair or replacement fee set by the lending library.

Item Type	Borrowing length	Renewals	First email reminder	Second email reminder	Third email reminder	Borrowing privileges blocked
<b>Most circulating items</b>	90 days	Unlimited, automatic As long as no holds on item	2 days before due date	On due date	2 days after due date	7 days after due date

<b>Course reserves</b>	2 hours	One, as long as no holds on item	At due time	2 hours after due time	n/a	24 hours after due time
<b>Chargers &amp; dongles</b>	4 hours	One, as long as no holds on item	30 minutes before due time	At due time	4 hours after due time	24 hours after due time
<b>Board Games &amp; Miscellaneous Objects</b>	7 days	One, as long as no holds on item	2 days before due date	On due date	n/a	24 hours after due date
<b>HELIN items</b>	28 days	One, as long as no holds on item	Varies, set by lending library	Varies, set by lending library	Varies, set by lending library	7 days after due date
<b>Interlibrary loan items</b>	Varies, set by lending library	Varies, set by lending library	2 days before due date	On due date	2 days after due date	7 days after due date

## Alumni and Guests

Please return items when they are due. Unreturned items or intentional damage to items such as highlighting or writing on pages, using books as coasters, etc. will result in loss of library privileges.

## Effective Dates

This policy is effective April 11, 2025, and will be reviewed and updated.