

Check Out and Renew Library Books

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Summary

Information about checking out library books, including how many items can be checked, borrowing time, overdue fines, and renewal

How to Check Out Library Items

The Don C. Locke Library is building #6 on our [campus map](#). The library hours are listed at [Don C. Locke Library](#).

You must have your [A-B Tech student ID card](#) (or employee ID card) with you in order to check anything out of the library.

Item Limit and Check Out Length

For curriculum students, faculty, and staff:

Media Type	Limit	Check Out Length	Renewal
General Collection Books	No limit	Two-week check out	One month
Feature Films	Two DVDs	One-week check out	No renewal
Audio Books	Two audio books	One-week check out	One month
Magazines	Three magazines	One-week check out	No renewal

Media Type	Limit	Check Out Length	Renewal
	(except current issues)		
Reserve Items		Check-out period set by instructor	No renewal

Continuing Education Students and Community Patrons

Students in a Continuing Education program and community patrons are limited to five general collection books for two weeks.

Overdue Fines

Media Type	Overdue Fine Amount
Books	\$0.25 per day
Magazines	\$0.50 per day
Media	\$1.00 per day
Reserve Materials	Fines vary depending on loan period

Overdue fines should be paid directly to the Library, *not* the Business Office. The Library can be reached by phone at [\(828\) 398-7301](tel:8283987301).

Renewal

You can renew books at the circulation desk in the library or online through the library catalog. You don't have to bring your books with you to renew

them in person.

To renew books online, go to abtech.edu/library. On the "Library" page, click "[Renew Items](#)," and follow the directions on this page to renew your items online.

If an item is already overdue, you won't be able to renew it online. Also, you can renew books and audio books one time if there are no hold requests. All other library materials are not renewable.

Key Words: library, check out, overdue, fines, renew, renewal, circulation rules

Online URL: <https://info.abtech.edu/article.php?id=27>