

Borrowing Privileges and Policies

The primary mission of the Arnold Digital Library is to support the research and clinical activities of the Center's faculty, staff, and students by providing access to necessary resources and information. Our collection is highly specialized and essential to the very critical work done at the Center.

While the books and journals in our collections are only a portion of the information for which we can offer access, they are vital to the ongoing and daily work of our research community. Therefore, Arnold Digital Library borrowing and circulation policies are designed to preserve the integrity of these collections and ensure their availability.

- Many books in our collection may be checked out. Although, some items, such as reference materials, may only be used in the library. Journals, current or bound, do **not** circulate. This is primarily a research collection and these volumes need to be available to researchers at all times. Library staff may make exceptions in special or extenuating circumstances.
- We extend borrowing privileges only to FHCRC employees, and official FHCRC affiliates. We do not loan our books to other libraries, and only send photocopies of journal articles for interlibrary loan requests.
- All circulating materials may be borrowed for a period of four weeks; two renewals may be made, as long as no one else has requested the item. Overdue notices will be sent two weeks after the due date, and we will send a second and final notice two weeks after the original notice. At present, no fines will be charged for late items.
- The last user to have officially borrowed a missing item will be charged a replacement cost. When missing items are needed, library staff makes every effort to acquire the desired material from another library or replace the item as quickly as possible. The Arnold Digital Library would like to remind all our users that such delays are frustrating to others and can impede ongoing research or clinical activities.

Please feel free to address your comments regarding this or other library policies and services to:

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