

Circulation Policy

The New Lines Institute Library is committed to providing equitable access to its physical and digital resources while ensuring compliance with copyright laws and licensing agreements. Below are the guidelines for borrowing and accessing library resources:

Online library resources

All use of the New Lines Library's online resources must comply with NLI policies and the specific vendor's terms of usage.

Access eligibility

Access to online resources is restricted to the following groups:

- Current New Line Institute faculty, staff, and students
- Affiliated researchers
- Independent contractors associated with New Lines Institute

Usage guidelines

- Materials may only be viewed, downloaded, or shared in accordance with copyright laws and vendor licensing agreements.
- Unauthorized sharing, downloading, or distribution of materials is prohibited.

Physical library resources

Reference materials and course reserves

- **Reference materials:** Must remain on NLI property and cannot be checked out, except by faculty with prior permission from the Learning resource manager.

- **Course reserves:** Reserved materials are for in-library use only. Please consult the Reserve materials policy for details.

General print collection

Loan period:

- Print materials can be checked out for 30 days.
- Items may be renewed for one additional 30-day period unless requested by another patron.

Loan limits:

- Patrons may check out up to 10 print books at a time.

Renewals and holds

- **Renewals:** Renewal requests can be made online or in person. Items cannot be renewed if they have been requested by another patron.
- **Holds:** Patrons may place a hold on items that are currently checked out. Holds will be processed in the order they are received.

Responsibilities of borrowers

- Patrons are responsible for the timely return of borrowed materials.
- Lost or damaged items will result in replacement fees in accordance with the library's fee policy.
- Failure to comply with circulation policies may result in suspension of borrowing privileges.