



Updated: August 23, 2012

### **Costs**

Items not returned 30 days after their due date and damaged items are subject to be billed. Fees may include:

- Item Replacement Fee
- +\$15.00 Billing Fee (nonrefundable)
- +\$25.00 Processing Fee

### **Copying Services**

Purchase a Copy Card \$2.00 + 10¢ per page

### **Printing Services**

Visitor's Print Card 10¢/page - black/white and 25¢/page - color

### **Computer Access**

At the public computer stations users can log on for a certain period of time with a guest login.

### **Verification**

Faculty and staff users are issued yellow 2x3 cards and students are issued a 2x3 fluorescent green card. The card is signed or stamped by an authorized staff member from the home library. A sum of the expiration date must appear as a code on the ILU card.

Effective July 1, 2012

### **Interlibrary Use Policy and Procedures**

<http://www.arche.org/memberservices/librarypolicies.asp>