

# No books will be checked out on the 3<sup>rd</sup> floor

Student(s) **MUST** present a library card at every check out for any “exception items” on the 3<sup>rd</sup> floor. **Do not look up patrons to check out materials.**

## Exceptions for Check-out

- Marker/Eraser Box
- Cords w/barcodes
- Renewals of books are okay/DO NOT DISCHARGE BOOKS YOU ARE GOING TO RENEW! **Student must have card.**
- Box of Bones when they are used heavily certain times a semester(Call desk when this happens)
- **No** verifying of pin numbers
- **No** new library cards

## Call the 2<sup>nd</sup> floor for the following reasons for Staff to assist the patron.

- **Employee** needs a check-out and does not have a card.
- Patron needs an explanation of why we changed our policy
- Unhappy patrons
- Student has the inability to come to the 2<sup>nd</sup> floor for a legitimate reason
- When in doubt about any situation please call the second floor circulation desk