



Borrowing Privileges

Please note that items with a loan period of two weeks or greater may be recalled after 14 days.

Collections		Undergraduate and Academy Students	Faculty and Staff	Graduate and Honors College Students*	Resident/Affiliate, Ball State Alumni, and Reciprocal Borrowers
General Collection	Books	4 weeks	52 weeks	Academic Year or Summer Term	4 weeks
Bestsellers	Books	2 weeks	2 weeks	2 weeks	2 weeks
Periodical/ Reserve/ Microforms	Current and Bound Periodicals (most recent five years)	1 day	1 day	1 day	In-Room Use Only
	Bound Periodicals (older than five years)	7 days	7 days	7 days	In-Room Use Only
	Course Reserves	2 Hours, Overnight, 3 and 7 Days	2 Hours, Overnight, 3 and 7 Days	2 Hours, Overnight, 3 and 7 Days	Do Not Circulate
	Permanent Reserve Periodicals	2 hours In-Room Use Only	2 hours In-Room Use Only	2 hours In-Room Use Only	2 hours In-Room Use Only
	7-Day Permanent Reserve Books	7 Days	7 Days	7 Days	7 Days
	Microforms	In-Room Use Only	2 Weeks	2 Weeks	In-Room Use Only
Government Publications	All Materials	2 Weeks	2 Weeks	2 Weeks	2 Weeks

Collections		Undergraduate and Academy Students	Faculty and Staff	Graduate and Honors College Students*	Resident/Affiliate, BSU Alumni, and Reciprocal Borrowers
Educational Technology and Resources Collection	Books	2 Weeks	2 Weeks	2 Weeks	In-Room Use Only
	Audiovisual Materials	2 Weeks	2 Weeks	2 Weeks	2 Hours In-Room Use Only
	Video and Film	4 Days	4 Days	4 Days	1 Day
	Digital Equipment	4 Days	4 Days	4 Days	Do Not Circulate
	Permanent Reserves	2 Hours In-Room Use Only	2 Hours In-Room Use Only	2 Hours In-Room Use Only	2 Hours In-Room Use Only
	Course Reserves	2 and 4 Hours; 1, 3, and 7 Days	2 and 4 Hours; 1, 3, and 7 Days	2 and 4 Hours; 1, 3, and 7 Days	Do Not Circulate
Map Collection	Maps	2 Weeks	2 Weeks	2 Weeks	2 Weeks
	Books	4 Weeks	52 Weeks	Academic Year or Summer Term	4 Weeks
Music Collection	3 Day Music Scores	3 Days	3 Days	3 Days	In-Room Use Only
	Course Reserves	2 and 4 Hours; 3 and 7 Days	2 and 4 Hours; 3 and 7 Days	2 and 4 Hours; 3 and 7 Days	Do Not Circulate
	Recordings	2 Weeks	2 Weeks	2 Weeks	4 Hours In-Room Use Only
Architecture Library	Books	4 Weeks	52 Weeks	Academic Year or Summer Term	4 Weeks
	Course Reserves	2 Hours; 3 and 7 Days	2 Hours; 3 and 7 Days	2 Hours; 3 and 7 Days	Do Not Circulate
	Video and Film	4 Days	4 Days	4 Days	1 Day
	Building Material Samples	4 Days	4 Days	4 Days	In-Room Use Only
Science-Health Science Library	Books	4 Weeks	52 Weeks	Academic Year or Summer Term	4 Weeks
	Course Reserves	2 and 24 hours; 3 and 7 days	2 and 24 hours; 3 and 7 days	2 and 24 hours; 3 and 7 days	Do Not Circulate

*Other patron groups include: 5th Year CAP Students (Enrolled in Appropriate Theses Courses) and Visiting Faculty/Scholars