

NEW YORK ACADEMY OF ART LIBRARY

Circulation Policy

Students

Collection	Circulation Policy	Location	Number Allowed
General Collection	14 Day Check-Out	On Site Use Only	10
Lending Library	28 Day Check-Out	Unrestricted	5
DVD and Video Collection	3 Day Check-Out	Unrestricted	2
AV Equipment & Specimen Collection	1 Day Check-Out	On Site Use Only	2
Anatomy Collection Course Reserves Periodicals Reference Collection Special Collection Rare Books	Does Not Circulate	Library Use Only	n/a

Staff, Faculty and Fellows

Collection	Circulation Policy	Location	Number Allowed
General Collection	119 Days	Unrestricted	30
Lending Library	28 Day Check-Out	Unrestricted	5
DVD and Video Collection	7 Day Check-Out	Unrestricted	2
Specimen & Anatomy Collection AV Equipment	1 Day Check-Out	On Site Use Only	15
Course Reserves Periodicals Reference Collection Special Collection Rare Books	Does Not Circulate	Library Use Only	n/a

Definitions

Library Use Only: These items can not leave the library or classroom 105.

On Site Use Only: These items can be used anywhere in the building for the duration of the check-out time, they should never be taken home or otherwise removed from New York Academy of Art

Unrestricted: These items can be checked out and taken out of the building.

Care of Materials

- When working with library materials it is recommended that notes are taken with pencil or electronically
- Use of pen or other writing tools, such as pens or markers is done so at the risk of the borrower
- Please be aware of food and drink around library materials
- Post-its, paper clips, rubber bands, etc. should not ever be used on library materials

Due Dates and Lost or Damaged Books

- All borrowers must agree to abide by the Library's policies, including acceptance of responsibility for replacement charges for missing or damaged books. It is strongly recommended that a space is dedicated to library books for storage within personal studio spaces where art materials are used.
- Do not loan library materials in your possession to others. The materials remain the responsibility of the documented borrower. Early returns are always welcome and items can then be checked out to the next student.
- The Library will send a courtesy reminder of overdue materials, but it remains the responsibility of the borrower to return materials promptly.
- Patrons with items that have been billed will not be allowed to borrow materials without settling the matter, either by returning the item, replacing the item, or paying the replacement fee.

Renewals

General Collection library materials may be renewed as needed, unless a hold has been placed on the item. However, these items will need to be renewed in person, by a member of library staff.

Holds

- Holds may be placed on General Collection library materials which are currently in use by another patron. This can be done by visiting the library in person and notifying library staff, or by email at library@nyaa.edu.
- When an item you have placed on hold becomes available, you will be notified by email and have 5 business days to retrieve your item.