



## **CTE LIBRARY POLICIES**

### **CIRCULATION POLICIES:**

A core service of the library is the loan of materials to CTE teachers in the State of North Dakota. The library does this by maintaining a database of materials which are loaned to patrons in good standing.

### **LOAN POLICIES:**

Books/DVD's/Materials can be checked out for 2 weeks at a time. Loaned items may be renewed at the end of that period if they have not otherwise been requested by a patron in good standing. You must contact us with your request to renew at least one week prior to the expiration date.

### **RETURNING MATERIALS:**

All materials should be returned by the expiration date. Materials can be either mailed back or dropped off at the State Capitol. See address below.

### **REPAIRS:**

Please don't attempt repairs, but bring damaged or malfunctioning items to our attention.

### **OVERDUE MATERIALS:**

Overdue notices are forwarded to the patrons as a courtesy reminder that items are past due. In the event a patron fails to return items by the expiration date (or the renewal date), that patron will no longer be considered "in good standing", and will have their borrowing privileges suspended until the next fiscal year.

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