

Barnard College Media Services Circulation Policy

The Barnard College Media Collection is mostly non-circulating, with the following exceptions:

Visual Materials:

Short term loans of visual materials to Barnard College faculty members for course development and classroom use purposes are allowed. Barnard faculty members requesting visual material loans should contact a Media Services staff member during business hours: 9:00 am to 6:00 pm Monday through Friday. We request that loans for course development be arranged for the shortest possible period, and loans for classroom use are picked up and returned the same day of class.

No one other than Barnard College faculty may take visual materials out of the library for any reason.

Audio Materials:

Short term loans to Columbia and Barnard teaching faculty for course development and classroom use purposes are allowed. Faculty members requesting audio material loans should contact a Media Services staff member during business hours as above. We request that loans for course development be arranged for the shortest possible period, and loans for classroom use are picked up and returned the same day of class.

No one other than Barnard College or Columbia University faculty may take audio materials out of the library for any reason.

There no loans after 6:00 pm or on weekends, unless arranged ahead of time with a Media Services staff member.

Students at the Media Circulation Desk are not allowed to release material to anyone for any reason.

For questions or problems, please contact the Media Services staff during business hours.