

## Circulation and Reserve Policy

### General Policy

The Ehrhorn Law Library circulates materials from its collection to various categories of users as detailed in the following table:

User Group	Books	Reserve	Audio-Visual	Non-Traditional	Evidence
Residential Law Students	30 days	4 hours	7 days	4 hours	6 hours
Residential Law Faculty	60 days	4 hours	7 days	4 hours	Negotiable
Other LU Students	30 days	Not loaned	7 days	Not loaned	Not loaned
Other LU Faculty	30 days	Not loaned	7 days	Not loaned	Not loaned
Approved Visitors	30 days	Not loaned	7 days	Not loaned	Not loaned

### Identification

Liberty University students, faculty, and staff can check out materials with a valid Flames Pass ID card. Visitors who study at or work for an institution that participates in Atla or VIVA reciprocal borrowing programs can check out materials with a valid campus ID. Attorneys, judges, and Liberty Law alumni can check out materials with a community card issued by the Jerry Falwell Library.

### Non-Circulating Materials

Due to the specialized nature of the law collection, many materials may be used only in the library. For example, reference materials, statutes, session laws, reporters, digests, individual volumes from multi-volume treatises, and periodicals are not available for checkout.

### Reserve Materials

Materials are placed on reserve due to high demand or at the request of a faculty member for a particular course. They must be requested at the Service Desk and are not available for overnight checkout.

Reserve materials are listed in the [catalog](#). They may be searched by keyword (subject, professor name, etc.) or browsed by course name and number.

### Recalls

All materials are subject to recall when due. Materials needed for course reserve are subject to recall at any time.

## **Renewals**

Circulating materials may generally be renewed once unless there is a hold on the item.

Renewal requests may be submitted in any of the following ways:

- via the [patron's library account](#)
- in person at the Service Desk
- via email to [lawcirc@liberty.edu](mailto:lawcirc@liberty.edu)
- via phone call to the Service Desk

Reserve checkouts cannot be renewed.

## **Holds**

Users may place holds on materials that are on the shelf or that are checked out to someone else. The library will notify users once items are available for pickup.

Holds are not permitted for materials on reserve.