

PRATT MATERIALS RESOURCE LIBRARY

HOURS

MONDAY 9:00 am – 8:00 pm

TUESDAY 9:00 am – 8:00 pm

WEDNESDAY 12:30 pm – 2:00 pm
5:00 pm – 8:00 pm

THURSDAY 12:30 pm – 2:00 pm
4:00 pm – 8:00 pm

FRIDAY 1:00 pm – 8:00 pm

PRATT MATERIALS RESOURCE LIBRARY

GUIDELINES

- Maximum of **10** items may be checked out at one time.
- Items can be checked out for **2 weeks**, and can be **renewed once** for an additional 2 weeks.
- Late or unrenewed items will be charged a fee of **\$1 per item per day** to a maximum of **\$20**.
- Lost or damaged items will be charged a fee of **\$20 per item**.
Damaged items include chipped, cracked, torn, removed/ripped labels, or any unremovable substance from mounting.
- No items will be checked out until all late, lost, or damage fees have been paid.
- Library privileges will be revoked if fees are unpaid or if caught removing items from the library without authorization.
- **Please help keep the library clean.** Clean up after you have worked on a project. If you do not remember where items go, kindly place items in a re-filing bin.
- **The library is not a storage space.** Any projects, papers, presentations, etc. that are left in the library will be discarded.
- **The Materials Resource Library is a reference library.** Reference catalogs and materials are available to further understand, investigate, and obtain literature and materials for personal use. These items are not to be checked out.