

Circulation

In order to check out materials from Young Library, you must present your KCU ID or register at the Circulation Desk as an off-campus user.

Circulation periods are as follows:

Item	Circulation Period
Books	2 weeks/ 2 week renewal
Popular reading collection @ Young Library	2 week/ 2 week renewal
Audio Books	3 weeks
DVDs	2 weeks
Videotaping equipment	4 hours
Head phones	4 hours
Circulating CDs	3 weeks

Items from the following collections DO NOT leave Young Library:

- Periodicals
- Newspapers
- Reference
- Non-circulating CDs
- Microfiche
- Microfilm
- Mission File
- Hoven Collection

Checking out materials requires your library card. Please be sure to bring it with you. Click on the additional links to use other services available on the Online Catalog.

Renewing Books Online

Items checked out by KCU students, faculty, and staff can also be renewed online by following the steps below.

1. Open the Online Catalog
2. Under "My Library" click on "View Your Patron Record"
3. Enter the following information in the empty boxes:
Name/Username – Last name only, capitalize the first letter
Barcode/password – "kc"+student ID number
4. Click on Submit
5. Click on the box under "renew" so that a green checkmark appears in the box
6. Click on "Renew selected items"
7. You will be asked if you want to proceed, Click "Yes"
8. The next screen will show your new due date.

Reserves

Items which instructors require for their courses are often placed on reserve to ensure equal access for all students. Items that have been placed on reserve may be requested at the Circulation Desk. The circulation time for each item varies according to instructor's guidelines. Reserve items must be returned to the Circulation desk.

A list of reserve items can be accessed by professor name or course number by clicking on "Course reserves" on the basic search screen of the Online catalog.

Hold

A hold is a request that you may place on any circulating item in Young Library that is not currently available on the shelf.

When an item is checked out by another patron, the status box on the online catalog result list will contain the item's due date instead of the word "available". Click on the "Request" button above the word "Location". Insert the following information:

- Name/Username - Last name only with the first letter capitalized
- Barcode/password - "kc"+Student ID number

Be sure to place date needed information in the request. Click on "submit".

Once the item you requested has been returned, you will be notified. The item will be held for a period of one week at the Circulation desk. If the item is not retrieved within that week, the hold will be canceled and the item will be returned to circulation.

Items borrowed from Young Library have a specified length of time that they can be checked out.

- Books - 2 weeks
 - Renewal - 2 week
- Audiobooks - 3 weeks
- DVDs - 1 week
- Popular Reading - 2 week
 - Renewal - 2 week
- Headphones - 4 hours
- AV equipment - 2 hours
- Reserve Items - Specified by Instructor