



مكتبة آل قادري

MET Kadri Family Library

Using the Library: Borrowing Materials

Loan Periods

Most library materials circulate for 14 days.

Exceptions include:

- Media (DVDs, VHS tapes, etc.) - 7 days
- Reference Materials - Non-circulating
- Maximum Number of Renewals for checked-out books - 2 times
- Maximum Number of Renewals for checked-out media - 1 time

Renewing Materials and Checking Your Account Status

If not on hold for another patron, most items may be renewed for two additional loan periods by phone or in person.

Reserving Materials

Most circulating items found in the MET Kadri Family Library can be reserved by placing a hold. As soon as it becomes available, you will be contacted, and the item will be held for one week for you to pick up. There are several ways to place a reserve:

- **In person** - ask a librarian for help or get holds assistance at the Circulation Desk.
- **By phone** - call us at (503) 579-6621.

Fines and Fees

All library materials returned after their due dates are subject to the following overdue fines (applied per item):

- **Media (DVDs, VHS tapes, etc.) \$ 1.00 per day**
- **All other books and materials \$ 0.25 per day**

Fees for late, lost, or damaged materials will be charged to your credit card that we have on file, and will include the replacement cost of the item as well as a processing fee. Failure to pay these fees in a timely manner will result in discontinued use of the services of the *MET Kadri Family Library*. All fees are payable to MET.

Returns

All library materials may be returned to any *MET Kadri Family Library*. Return slots are located at the Circulation Desk and are available during Library operating hours. **Items are to be returned in excellent condition.**

Library Hours

The *MET Kadri Family Library* is open on the following days: **Monday to Friday from 9:00 a.m. to 3:00 p.m. and Saturday from 10:30 a.m. to 1:00 p.m.** Exceptions to this schedule include school closures and major holidays. Check our website for summertime hours.

Online Browsing

You may visit the *MET Kadri Family Library* online any time at: <http://metcatalog.surpasssoftware.com/met/>