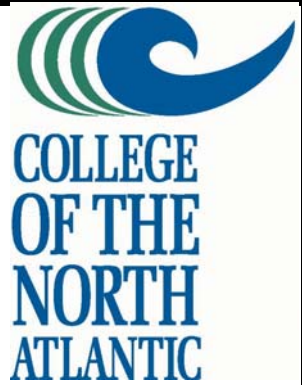


CNA Resource Centers



WHAT ARE THE HOURS?

The DSB Fowlow Resource Centre is open Monday to Wednesday 8 am - 8 pm, Thursday 8 am - 5 pm-Friday 8 am - 4 pm, Saturday 2 - 5 pm and Sunday 5 -8 pm. Resource Centres at L. A. Bown and Martin Gallant Buildings are open 8 am - 4 pm weekdays. (All times are subject to change throughout the year. Notices will be posted.)

WHAT ARE THE BORROWING POLICIES?

1. Books can be borrowed for a two week period.
2. Reference material (identified by REF as the last line of the call number) cannot be signed out and must be used in the resource centre.
3. Reserve books have a limited loan period which is set by the instructor of the course.
4. Magazines can be signed out for two weeks, except those labeled current issue.
5. The Newfoundland works are identified by NFLD as the last line of the Call Number. Those in the regular collection may be signed out for a two week period.
6. If you require material to be renewed, please bring in the book. If this material is not on hold for another resource centre patron you may borrow it again for another two week period.

WHAT HAPPENS IF BOOKS ARE NOT RETURNED WHEN DUE?

You are responsible for the whereabouts of any books borrowed from the resource centre. The centre staff is obligated to recover any missing material borrowed by the patrons. Therefore, students who do not return their material on time will first be notified of this overdue material. If no response is made, then you will be charged the replacement cost. ***If the replacement cost is not met, or if the resource centre material is not returned within one week after the charge letter is sent out, your name will be sent to the Registrar's Office to withhold your final marks.***

Last revised on Sept./08