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## Loans @ the Spanish Resource Center Library

1. Books can be borrowed for a maximum of 15 days. The user can request a renewal for another 15 days, by phone, via email or in person at the Spanish Resource Center. After that, a minimum of 7 days must go by before the user can take out the same item again.
2. Other items such as CDs, and DVDs can be borrowed for up to 7 days with a possible 7-day renewal.
3. You can take out up to 5 items at a time.
4. Educators who are part of the International Studies Program of the Miami-Dade school district, as well as those participating in the Visiting Teachers from Spain and the International Spanish Academy Programs, may borrow collections of books and other instructional materials when needed and through the conditions specified in the signed agreements.
5. Unfortunately, reference materials, including encyclopedias and dictionaries may not be borrowed from our library.



## Overdue Items

1. Items must be returned on or before the due date. We do not charge overdue fines for items returned past their due date. Users who return items past their due date may temporarily lose borrowing privileges until the materials are returned.
2. If the borrowed items are overdue for over a month, we will contact the user requesting their return. If the items are not returned within a week of having contacted the user, borrowing privileges will be lost for the remainder of the school year.
3. Damaged or lost items must be repaired or replaced. If the user is unable to do so, the resource center will proceed to repair or replace the items and the user will be held responsible for all the related costs. Users must make sure that items are in good condition when checking them out.
4. Users that have not returned borrowed items by the end of the school year, will be contacted requesting them to do so. The item(s) must be returned within a week of having been contacted or borrowing privileges will be revoked indefinitely.