



CTLE Library Loan Policies

Mission

The *Center for Teaching and Learning Excellence* (CTLE) is dedicated to the advancement of teaching and learning at Saint Leo University. We serve as a resource for the academic community and a catalyst for the pursuit of pedagogical knowledge, research-based instructional practices, and scholarship, resulting in academic success for all who teach and learn at Saint Leo University.

The CTLE has a library designed just for you – the college professor. We have over 100 resources and tools you can check out and explore. We are located on university campus in St. Edward Hall, suite 102. Our office is open on normal business days, Monday through Friday, from 8:00 am to 5:00 pm.

Borrowing Policies

- Faculty members will be required to provide a home address, phone number, and email address when checking items out.
- All borrowers must accept responsibility for any replacement charges on books or equipment.
- Holds may be placed on items if others faculty members are waiting to check them out.
- Most items may be renewed if there are no holds placed.

Overdue Library Materials

- The CTLE department will send a courtesy reminder of overdue materials. It remains the responsibility of the borrower to return material promptly.
- Items not returned promptly will be subject to replacement charges.
- Faculty with items that have not been returned will not be able to borrow materials until these items are returned or replaced.

Borrowing Specific Material

- ***Books***
 - 4-week loan
 - A limit of 3 books may be loaned at one time.
 - 2 renewals are allowed if there are no holds.
- ***AR/VR Equipment and Teaching Tools***
 - Merge Headsets
 - Two-week loan
 - One renewal

Oculus

Two-week loan
One renewal

Breakout EDU Kits

Two-week loan
Two renewals

iPod Touch

Two-week loan
One renewal

Merge Cube

Two-week loan
One renewal

- *Class Sets*

iPod touch set of 26
One day loan
One renewal

Merge VR Headset set of 26
One day loan
One renewal

- *Individual Equipment*

0C930e Webcam
Canon EOS Rebel Camera
360 Fly Camera
Logitech Spotlight Presentation Remote
Ruby Presentation Remote Controller
OSMO Mobile Camera
Blue Snowball Microphone
Black Snowball Microphone
Stargazer Webcam
Wireless Lapel Microphone

One day loan
One renewal