

CHANGE MACHINES IN MALPASS LIBRARY POLICY

PURPOSE

Malpass Library has two change machines. This policy will give information on location.

DEFINITION

The Malpass Library has two change machines in the building. They will give change for \$1.00 and \$5.00.

SCOPE

This policy is to help Library Employees in knowing which change machine will give change and how to obtain refunds, if necessary.

POLICY

There are two change machines located in the Library.

- 2nd Level – by the copy machines, close to the Access Services Desk. This machine gives quarters for \$1.00 and \$5.00.
- 3rd Level – west entrance overlook area. This machine gives dimes for \$1.00.
- Direct students with \$10-\$20 bills to the University Union for change.

Refunds for the 2nd floor change machine may be requested at the Access Services Desk.

Refunds for the 3rd floor change machine may be requested in the Administration Office (3rd floor) between 8 and 4:30, Monday through Friday. After 4:30 and on weekends, refunds requested should be submitted to Access Services.

REVIEW

This document will be reviewed by Library Administration on an annual basis.



Thursday, January 27, 2011

Approved/Signature

Date

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Reviewed :1/11