

LIBRARY PRIVILEGES FOR STUDENTS CURRENTLY ENROLLED IN THE ADELPHI UNIVERSITY CONTINUING EDUCATION PROGRAM

Students currently registered in the Adelphi University Continuing Education Program will be issued a Library ID card at the beginning of each semester by the Office of Continuing Education located in Eddy Hall. Upon presentation of this ID card at the Access Services Desk and completing a brief application form, these students will be entered into our patron database.

BORROWING: The Access Services Desk is located at the entrance to the Swirbul Library. Books from the open stacks are charged out to students with valid Adelphi University Continuing Education ID cards. Students wishing to borrow books for the first time should stop at the Access Services Desk to obtain their personal **barcode numbers** which, when affixed to the ID card, entitle the borrower to full library privileges.

LOAN PERIOD: The standard loan period for most books is, with a few exceptions, twenty-eight days or the last day of the semester, whichever comes first. There are some materials with restricted loan periods (e.g., musical scores). Reference books and journals do not circulate.

CHECKING FOR AVAILABILITY: All library materials are listed in ALICAT, the Libraries' automated online catalog. ALICAT is also used in the access services process, so that the availability of materials can be checked.

ALICAT may be checked by keyword, author, title, subject, call number, and other access points

Library materials that are available for Access Services are marked **ON SHELF** on the status screen. Library materials that have been borrowed by other library users display a **DATE DUE** on the status screen. These materials may be placed on hold or recalled where appropriate. See the sections on **Holds** and **Recalls**.

LIMITATIONS: Each student is limited to ten books checked out at any one time, five books per Library of Congress Classification Call Number.

HOW TO RETURN BOOKS: Books may be returned to the Access Services Desk at Swirbul, to the book slots in the Library, or to the Access Services Desks of the other Adelphi Libraries (Hauppauge, and Manhattan). When the Swirbul Library is closed, books may be returned to the outside book drop.

OVERDUE CHARGES: There is a grace period of three days for overdue circulating books. After three days there is a charge of ten cents per day from the date the item was due to the date it is returned. The maximum overdue charge for each circulating book is \$15.

RENEWALS: If no other library borrower has requested them, books may be renewed by bringing them to any of the three Access Services Desks (Swirbul, Hauppauge, or Manhattan). Online renewals are available through ALICAT.

RESERVES: Students in the Continuing Education Program may use reserve materials in the Libraries, but may not borrow them for home use.

RECALLS: All books are subject to recall after fourteen days. When a book has been recalled the borrower will receive a "Recall Notice" in the mail and the book must be returned by the new due date. Charges for overdue recalled books are \$1 per day. Students wishing to recall books currently on loan to another borrower should inquire at the Access Services Desk.

SEARCHES FOR MISSING BOOKS: Requests for searches are accepted at the Access Services Desk for books that are listed in

ALICAT as available (i.e., **ON SHELF**) but are not found in the stacks. A search card may be completed after the patron has checked the stacks at least twice at different times. The Library staff will then conduct a thorough search and notify the user by phone regarding its status.

HOLDS: If a book is checked out to another library borrower, the student may request that a **Hold** be placed on that item; and the student will be notified when it is available. However, books checked out to regular Adelphi faculty and students **WILL NOT BE RECALLED** before the normal due date for use by Continuing Education students.

INTERLIBRARY SERVICES: Interlibrary Loan Services are available through your local public library.

REFERRALS: If the Adelphi University Libraries do not own the journal or book you need, a librarian at the Reference Desk can direct you to a nearby library that owns the needed material.

LOST MATERIALS: If any library material is lost it must be reported immediately. The charge for lost material is the cost of the item, a \$15 processing fee, plus the overdue charges accrued to the date the item is declared lost.

DAMAGED OR MUTILATED MATERIALS: If library material is returned in such poor condition that it can no longer be circulated, the borrower is responsible for replacing the material. The charge to the borrower is the cost of the material plus a \$15 processing fee.

LONG-OVERDUE MATERIALS: Any library material not returned within a semester after the due date will be declared lost. The borrower will be responsible for the cost of its replacement. The charge is the cost of the item, the \$15 processing fee, and the \$15 maximum overdue charges.

PENALTIES: Failure to return library materials or to clear outstanding records will result in the holding of students' grades, official transcripts, and/or diplomas. The library reserves the right to suspend students' borrowing privileges when they accumulate overdue charges in excess of \$15, have overdue reserve items or have failed to return overdue recalled items.

REFUNDS: If an item is found and returned after payment has been made, an adjusted refund is given if a replacement item has not been ordered. The adjusted refund is the price of the book and the processing fee; overdue fines can not be refunded.

ONLINE DATABASES: Students currently enrolled in the Continuing Education Program may use the online database access available in the Libraries.

NONPRINT AND OTHER CIRCULATING MATERIALS: Students may borrow audiotapes and audio compact disks for two weeks. For class presentations, students must make special arrangements to borrow films, slide sets, video disks, and video tapes. Phonograph records and computer software do not circulate.

PROBLEM RESOLUTION: Students with unresolved disputes or problems should see the librarians at the Reference Desk or make an appointment to see Matthew Sheehy, Associate Dean of Libraries (516-877-3531).

Swirbul Library/Information Commons Regular Schedule

Monday - Thursday	- 8:00 a.m. - 12:00 Midnight + *
Friday	- 8:00 a.m. - 6:00 p.m. +
Saturday	- 10:00 a.m. - 6:00 p.m.
Sunday	- 12:00 Noon - 12:00 Midnight *

+ **Public service desks open at 8:30 a.m.** * **Public service desks close at 10:00 p.m.**

Revised December 2004