

BORROWING PRIVILEGES FOR HUDSON VALLEY STUDENTS

BORROWING: Students wishing to borrow books should validate their ID cards at the Hudson Valley Facility.

LOAN PERIOD: The standard loan period for most books is fourteen days.

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

ALICAT may be searched by author, title, subject, call number, and other access points. Just select the appropriate link and key in your request.

Library materials that are available for circulation 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 section on **Recalls**.

LIMITATIONS: Graduate students are limited to fifteen books checked out at any one time, five books per Library of Congress Classification Call Number.

OVERDUE CHARGES: Books are to be checked out for two weeks. If a book becomes overdue, an automatic maximum fine of \$15.00 will generate on the fifteenth day. This fine will create a block, which will suspend the patrons' library privileges until the book is returned. However, higher charges apply to overdue "Reserve" and "Recalled material."

RENEWALS: If no other library borrower has requested them, books may be renewed by bringing them into the Hudson Valley Library, or online by logging into "My Library Record" in ALICAT.

RECALLS: When a book has been recalled, the borrower will receive a "**Recall Notice**" by e-mail. The book must be returned by the new due date. Charges for overdue recalled books are \$1 per day.

ONLINE DATABASES: Students of Adelphi University Hudson Valley who hold current ID cards and are valid library patrons may use the Libraries electronic resources either on-campus or from home. To remotely access these databases, please see the following webpage: <http://libraries.adelphi.edu/guides/remote.shtml>

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.

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.

PROBLEM RESOLUTION: Students with unresolved disputes or problems should call Ann Minutella, Associate Dean of Libraries (516-877-3518).