

Library Guide #S-15

LIBRARY PRIVILEGES FOR COMMUNITY COLLEGE STUDENTS CURRENTLY ENROLLED IN THE JOINT ADMISSIONS PROGRAM

Jointly admitted students who are continuously registered at their community college will be issued a community college ID card at the beginning of each semester by the Adelphi Admissions Office. Upon presentation of this ID at the Circulation Desk and completing a brief application form, these students will be entered into our computerized borrowers= file.

BORROWING: The **circulation desk** is located at the entrance to the Swirbul Library. Books from the open stacks are charged out to students with valid Adelphi University Joint Admissions ID cards. Students wishing to borrow books for the first time should stop at the circulation 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., fine/performing arts, texts, juveniles, musical scores, and government documents). Reference books do not circulate.

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 checked by author, title, subject, call number, and other access points. Just select the appropriate letter 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 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 circulation desk at Swirbul, to the book slots in the Library, or to the circulation desks of the other Adelphi Libraries (Science, 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 four circulation desks (Swirbul, Science, Hauppauge, or Manhattan). Renewals by telephone and mail are not permitted.

RESERVES: Students in the Joint Admissions 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 circulation desk.

SEARCHES FOR MISSING BOOKS: Requests for searches are accepted at the circulation 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 circulation 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 Joint Admissions Students.

INTERLIBRARY SERVICES AND DOCUMENT DELIVERY SERVICES: Interlibrary Loan and Document Delivery Services are provided by the libraries at your community college.

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.

ONLINE DATABASES: Community College students currently enrolled in the Joint Admissions Program may use the online database access available in the Libraries, but **regular Adelphi students and faculty will be given priority**.

NONPRINT AND OTHER CIRCULATING MATERIALS: Students may borrow audiotapes and audio compact disks for two weeks at Nonprint Media Services (516-877-3595), located on the second floor of Swirbul Library. 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. For the special circulation policies of the Science Library, the Curriculum Materials Center, Fine/Performing Arts, and the branches, please contact the appropriate area.

PROBLEM RESOLUTION: Students with unresolved disputes or problems should see the librarians at the Reference Desk or make an appointment to see Ann Minutella, Assistant Dean of Libraries (516-877-3518).

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 March 2002