

BORROWING PRIVILEGES FOR FACULTY, ADMINISTRATORS, AND STAFF

BORROWING: The Swirbul Circulation Desk is located at the entrance to the Library. Library materials may also be borrowed from the branch libraries at Manhattan and Hauppauge. In order to charge out books and other items you must have an **Adelphi University ID**. Your ID must be validated at the Circulation Desk for borrowing privileges.

Faculty and Administrators: Full-time faculty, senior adjunct faculty, and senior administrators may check out material for one year; for part-time faculty and junior administrators the loan period is one semester. There is a limit of **fifteen** total items at any given time, five per Library of Congress classification (e.g., HD, PN, LB, etc.). Some materials, such as books purchased with CORE funds, texts, juveniles, musical scores, nonprint materials, government documents, and high-demand and oversized books may have restricted loan periods.

While this extended loan policy was instituted to help facilitate faculty and administrative research, we realize that some members of the faculty and the administration have special needs that do not lend themselves to the policies in force. If special needs arise (e.g., more books for a shorter period of time), please contact **Matthew Sheehy**, Associate Dean, Technical/Access Services, at (516) 877-3531. The Libraries will make every effort to respond to your special requests, but we must also consider the limited resources of the collection and the needs of others, particularly the students.

Staff: The loan period for full-time and part-time staff is twenty-eight days or until the last day of the semester, whichever comes first. There is a limit of **ten** total items at any given time, five per Library of Congress classification (e.g., HM, GV, QA, etc.).

TRANSFER CARDS: Research assistants who borrow books for a faculty member must pick up a Transfer Card at the Circulation Desk for each title borrowed, fill out the required information, and obtain the faculty member's signature on each card. The cards should be returned immediately to the Circulation Desk through campus mail to ensure that the books are properly charged to the ultimate borrower. Faculty cooperation will help ensure the smooth transfer of responsibility for borrowed materials and help prevent confusion regarding the borrowing records of research assistants.

ONLINE DATABASES: Faculty, Administrators, and Staff of Adelphi University who hold current Adelphi ID cards may use the online database access available either on-campus or from home. For instructions on remote access to these databases, please see the following webpage: <http://libraries.adelphi.edu/guides/remote.shtml> or pick up a copy of these instructions at the Reference Desk in Swirbul Library.

CHECKING FOR AVAILABILITY: All books and other library materials held at Swirbul Library, and the Hauppauge and Manhattan branch libraries (including periodicals, audiovisual materials, etc.) are listed in **ALICAT**, the Libraries' automated online catalog. ALICAT is also used in the circulation process, enabling library users to check the availability of materials. Library materials that are available for circulation are marked **ON SHELF** on the status screen. Library materials that have been charged out to 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 **Recalls** and **Holds**, below.

RETURNING: Materials borrowed from Swirbul Library may be returned to the Circulation Desk or to the book slots in the Library. When the Library is closed, they may be returned to the outside book drop. Books from the Manhattan and Hauppauge Libraries should be returned to the appropriate branch when possible, but returns are accepted at all three Libraries.

RENEWALS: If no other library borrower has requested them, books and other library materials may be renewed by bringing them to any of the three Circulation Desks (Swirbul, Hauppauge, or Manhattan). Online renewal is available in ALICAT by clicking on "Your Record."

RECALLS: All books are subject to recall after fourteen days. Recalls may be placed by library users for books with extended loan periods or for overdue books. When a book has been recalled, the borrower will receive a "Recall Notice," requiring that the book be returned by the new due date. Charges for overdue recalled books are \$1.00 per day.

HOLDS: If a book has been charged out, a hold may be placed on it. The prospective borrower will be notified by mail when the book has been returned.

SEARCHES: Requests for searches are accepted at the Circulation Desk for books listed in ALICAT as available (i.e., ON SHELF) but which are not found in the stacks. A search card may be completed after the prospective borrower has checked the stacks at least twice at different times. The circulation staff will then conduct a thorough search and notify the prospective borrower by telephone regarding its status. For further information, call **(516) 833-3570**.

LOST, DAMAGED, AND LONG-OVERDUE MATERIALS: Library material not returned or renewed within 28 days of its due date will be declared lost. If a book is lost or damaged, the borrower is responsible for its replacement. The charge to the borrower is the cost of the materials plus a \$15.00 processing fee. If there is a repeated lack of cooperation by a member of the faculty, an administrator, or a staff member in returning recalled items or long-overdue materials, or in paying for lost and/or damaged materials, the Library reserves the right to suspend borrowing privileges.

NONPRINT MATERIALS: Faculty, administrators, and staff may borrow nonprint materials. Audiotapes and audio compact disks may be borrowed for two weeks; slide sets and video disks may be borrowed for one week; videotapes and films may be borrowed for three days. Phonograph records do not circulate, but faculty may make special arrangements for their use. Computer software does not circulate and may be used only in the Library. Please contact **Matthew Sheehy**, Associate Dean, Technical/Access Services, at (516) 877-3531 for special arrangements.

INTRALIBRARY SERVICES: ALICAT indicates the materials held in the Annex storage facility, the Hauppauge Campus Library, and the Manhattan Campus Library in the location field. If a book is housed in one of the off-campus locations, you may fill out an **INTRALIBRARY REQUEST CARD** at the Circulation Desk. A circulation staff member will transmit the request which, when filled, will be available at the Circulation Desk via the next campus mail delivery. You will be notified by telephone when the material has arrived. Requests for periodical articles are processed by Periodicals Services, Stack 5S in Swirbul Library, or at the Reference Desk. Web document delivery of journal articles is the default, but articles can be requested for pick up.

INTERLIBRARY SERVICES AND REFERRALS: If the Adelphi Libraries do not own the journal article or book you need, you may request **Interlibrary Services** to obtain the item(s) from another library. Document delivery services are available to those requiring the rush delivery of journal articles. (See *Adelphi Guide #S-4: Interlibrary Services, Referrals, and Reciprocal Borrowing*). If you do not wish to wait for Interlibrary Services, a librarian at the Reference Desk may be able to direct you to a nearby library which owns the needed material.

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