

LIBRARY PRIVILEGES FOR GUEST SCHOLARS AND ADELPHI AFFILIATES

The Adelphi Libraries are open to the community at large for anyone who wishes to use library materials in house. With special permission from the Dean or Associate Dean of Libraries, limited borrowing privileges without a fee may sometimes be extended to guest scholars and certain individuals or groups affiliated with Adelphi University.

BORROWING PRIVILEGES: Guest scholars and affiliated individuals or groups should normally request privileges from the appropriate Dean or Director of the Adelphi program with which they are affiliated. The Dean/Director will then discuss the request with the Dean or Associate Dean of Libraries. If borrowing privileges are granted, the borrower will be asked to fill out a Registration Form and submit it to the Access Services Department of Swirbul Library. A "Special Borrowers Card" will then be issued. Borrowing privileges are valid only for the period of time for which the requester is affiliated with Adelphi (normally not longer than one semester). The standard loan period for Guest Scholars and Adelphi Affiliates is twenty-eight days or the last day of the semester, whichever comes first. Some materials, such as fine/performing arts, texts, juveniles, musical scores, and government documents, have restricted loan periods. 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 circulation 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 available for circulation are marked **ON SHELF** on the status screen. Library materials which have been borrowed by another library user 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**.

Please inquire at the Reference Desk if you have any questions about interpreting ALICAT screens.

LIMITATIONS: Each Special Borrower is limited to ten books at any one time, five books per Library of Congress Classification Number (e.g., H, HD, HE).

RESERVES: Special Borrowers may use reserve materials in the Libraries, but may not borrow them for home use.

ONLINE DATABASES: Because of the limited number of computer workstations, access to electronic resources is normally restricted to Adelphi faculty and students. However, if vacant workstations are available and by special permission of the Reference Librarian on duty [OR of the Dean or Associate Dean], guest scholars and affiliates may be able to access electronic resources.

NONPRINT AND OTHER CIRCULATING MATERIALS: Special Borrowers may use nonprint materials in Swirbul Library, but may not borrow them for home use

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 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 access services 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 in to any of the three access services desks (Swirbul, Hauppauge, or Manhattan). Online renewals are available through ALICAT.

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. Individuals wishing to recall books currently on loan to another borrower should inquire at the Access Services Desk; the circulation staff will check the current status of the book and place a hold on it. A "Recall Notice" will be sent to the current borrower if appropriate.

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 prospective borrower has checked the stacks at least twice at different times. The Library staff will then conduct a thorough search and notify the user by telephone regarding the status of the item.

HOLDS: If a book is checked out to another library borrower, a hold may be placed on that item. You will be notified by mail of its return and given one week to come in to borrow it.

INTRALIBRARY/INTERLIBRARY SERVICES: If the journal or book you need is at the Hauppauge Annex, Manhattan Center Library, or Hauppauge Center Library, you may request that it be sent to the Swirbul Library for your use. Please inquire at the Access Services Desk. The Adelphi University Libraries do not provide Interlibrary Services for Special Borrowers.

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

LOST MATERIALS: Lost library materials must be reported immediately. The charge for lost materials 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. There is a \$15 maximum overdue charge upon return of the material.

PENALTIES: The Library reserves the right to suspend the privileges of Special Borrowers who accumulate overdue charges in excess of \$15, have overdue reserve items, have a total of ten overdue circulating items, or have failed to return overdue recalled or intralibrary loan items.

REFUNDS: If an item is found and returned after payment has been made, an adjustment refund is given if the item has not been re-ordered. The adjustment refund is the price of the book and the processing fee; overdue charges cannot be refunded.

PROBLEM RESOLUTION: Borrowers with unresolved disputes or problems should see Matthew Sheehy, Associate Dean of Libraries, during regular business hours (516-877-3531). During evening and weekend hours, the librarians at the Reference Desk will help you.

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 *

OVER

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

Revised December 2004