

BORROWING PRIVILEGES FOR STUDENTS

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 currently validated Adelphi University I.D. cards. Students wishing to borrow books for the first time should stop at the Access Services desk to register their personal **barcode numbers** which, entitle the borrower to full library privileges.

LOAN PERIOD: The standard loan period for most books is, with a few exceptions, twenty-eight days. (Extended loan periods are available to doctoral students.) There are some materials with restricted loan periods (e.g., texts, juveniles, musical scores, and government documents). Reference books do not circulate. (See Library Guide #S-8, "Reserve Services.")

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 sections on **Holds** and **Recalls**.

LIMITATIONS: Each Undergraduate student is limited to ten books and each Graduate student is limited to fifteen 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. 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 in to any of the three Access Services desks (Swirbul, Hauppauge, or Manhattan), or online by logging into "My Library Record" in 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. 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 Access Services 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, a hold may be placed on that item. The patron will be notified by email or 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 not owned by the Swirbul Library, you may request that it be obtained for your use from Adelphi's Hauppauge or Manhattan Libraries, from the Library Storage Annex, or from another library outside Adelphi. (See Library Guide #S-4, "Interlibrary Services, Referrals, and Reciprocal Borrowing").

ONLINE DATABASES: Students of Adelphi University who hold current ID cards and are valid library patrons may use the available electronic resources available either on-campus or from home. (If you are uncertain of your patron status, please contact the Access Services desk, 516-877-3570.) For instructions on how to remotely access 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.

REFERRALS: If the Adelphi University Libraries do not own the journal or book you need and you do not wish to wait for Interlibrary Services, 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, have a total of five circulating and reserve items, or have failed to return overdue recalled items.

REFUNDS: If an item is found and returned within one year after payment has been made, an adjusted refund is given if the item has not been re-ordered. The adjusted refund is the price of the book and the processing fee.

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

NONPRINT AND OTHER CIRCULATING MATERIALS: Students may borrow sound recordings for two weeks and video recordings for three days from Access Services (516-877-3570), located on the first floor of Swirbul Library. For class presentations, students may make special arrangements to borrow films, slide sets and video disks. Phonograph records and computer software do not circulate. For the special Access Services policies of the Curriculum Materials Center, and the branches, please contact the appropriate area.

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