

LIBRARY PRIVILEGES FOR ALUMNI

Special borrowing, research, and parking privileges are available for Alumni of Adelphi University, who register with the Office of Alumni Relations in Levermore Hall. Registered Alumni will receive Adelphi University Alumni photo identification cards from the Public Safety Department to distinguish them from other borrowers.

BORROWING PRIVILEGES: In order to check materials out of the University Libraries, a current Alumni ID Card must be presented at the Access Services Desk at Swirbul Library. The standard loan period for Alumni is twenty-eight days or the last day of the semester, whichever comes first. Some materials, such as musical scores, 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 may be checked by keyword, author, title, subject, call number, and other access points. ALICAT also displays the availability of materials.

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 the ALICAT screens.

LIMITATIONS: Each Alumni borrower is limited to ten books at any one time.

ONLINE DATABASES: Alumni of Adelphi University who hold current Alumni ID cards and are valid library patrons may use selected online database either on-campus or from home. (To be a valid patron you must be entered into the system by the Access Services Department. If you are uncertain of your patron status, please contact the Access Services Desk, 516-877-3570.) For instructions on how to access these databases remotely, please see the following webpage:
<http://libraries.adelphi.edu/alumni/alumni-databases/>

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 or 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 twenty cents per day for the first day 10 days, \$1.00 per day thereafter, for a maximum fine of \$100.00 per item.

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, and Manhattan). If you wish to renew your checked out items, you may do so by going to the My Library Account link on our web site <http://alicat.adelphi.edu> Items that are overdue can not be renewed online.

RECALLS: All books are subject to recall after fourteen days. When a book has been recalled, the borrower will receive a "Recall Notice" by e-mail and the book must be returned by the **NEW DUE DATE**. Charges for overdue recalled books are \$1 per day

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. Please advise the Library staff and they will then conduct a thorough search and notify the user by e-mail 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 via the online catalog (alicat.adelphi.edu). You will be notified by e-mail of its return and given 7 days to pick the item up. A total of 2 holds can be filled at a time.

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 and any accrued fines.

LONG-OVERDUE MATERIALS: Any library material not returned within a semester after the due date will be declared lost. There is a \$100.00 maximum overdue charge upon return of the material.

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

Revised April 2017