

LIBRARY PRIVILEGES FOR ALUMNI **Library Guide #S-3**

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, five books per Library of Congress Classification Number (e.g., H, HD, HE).

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

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.) Alumni may use all the online database access available in the Libraries, but **regular Adelphi students and faculty will be given priority**.

NONPRINT AND OTHER CIRCULATING MATERIALS: Alumni 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 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 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, and 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; 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. 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 e-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 Hempstead 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 Alumni.

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 Alumni 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 Ann Minutella, Associate Dean of Libraries, during regular business hours 516-877-3518. During evening and weekend hours, the librarians at the Reference Desk will help you.

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