

General Collection, IMC, and Reading Room Check Out (Circulation) Policies

Students, faculty, and staff must use a current SRU photo ID to check out library materials. Community and other non-university patrons must use a special borrowers card (See Special Borrowers Policy) to check out library materials. Local public school teachers and local residents are eligible for free borrowing privileges. Special borrowers cards are available upon approval at the library's circulation desk. For purposes of this policy, library materials refer to items from the general collection, Instructional Materials, and titles from the Reading Room. The Laptop and Equipment Check Out (Circulation) Policies are different and are at the end of this policy.

LOAN PERIODS - STUDENTS, STAFF, AND SPECIAL BORROWERS

Four weeks for general collection titles

One week for non-print materials, textbooks, and award-winning, children's literature

Four weeks for popular titles housed in the reading room

LOAN PERIODS - FACULTY

Full semester for general collection titles

Three weeks for non-print materials, textbooks, and award-winning children's literature

Four weeks for popular titles housed in the reading room

LOAN PERIODS - STUDENT TEACHERS AND GRADUATE ASSISTANTS

Extended loan periods upon request (three weeks for one-week items, six weeks for four-week items)

Students teachers should ask about these privileges at the circulation desk

Graduate assistants may apply for extended loan periods at the circulation desk

RENEWALS

Three renewals on most items are available (if the item is not requested by another patron during the item's loan period) by asking in person at the circulation desk, by telephone (724) 738-2637, or online using the My Library Card feature in Bailey Library's Catalog and Discovery Search.

ITEM LIMITS

Students and Staff: 50 items

Faculty: 100 items

Special Borrowers: 10 items

OVERDUE FINES

Four-week items: \$.15/day

One-week items: \$.15/day

Audiovisual items: \$.25/day

Audiovisual equipment: \$3.00/day

Hourly reserves: \$ 1.00/hour

Weekly reserves: \$3.00/day

The maximum fine on most items is \$15.00. Maximum fine for overdue audiovisual equipment is \$25.00.

REPLACEMENT COSTS

Prices billed for lost or damaged books will be established using either the current Books in Print or a standardized fee by subject (to be established by the library)

Prices billed for lost or damaged audiovisual items will be based on actual replacement costs

Patrons will also be billed a \$25.00 processing fee per item

Patrons who fail to pay outstanding fines and/or fees will have circulation privileges blocked

Holds will be placed on student records and transcripts until outstanding bills are satisfied

Three renewals on most items are available (if item is not requested by another patron) by asking in person at the circulation desk, by telephone (724) 738-2637 or online through the My Library Card feature available via SRU's Catalog and Discovery Search.

Contact:

Kathy Manning

Library Staff

724.738.4458

kathleen.manning@sru.edu

Laptop and Equipment Check Out (Circulation) Policies

Laptops, video cameras, and other equipment are available to be checked out from the library. Please note that laptops may only be checked out for a few hours and are limited to in-library use.

SEMESTER HOURS TO CHECK OUT LAPTOPS AND EQUIPMENT

Monday through Thursday 9:30am to 9:30pm

Friday 9:30am-3:30pm

CLOSED: Saturdays, Sundays, Academic Breaks, and Summers

For information on laptop computers, please see the [Laptop Circulation Policy](#).

LAPTOP AND EQUIPMENT CIRCULATION POLICIES

Digital still and video cameras, tripods, microphones, calculators, audio and other equipment circulate from room 122 of the library. Items are usually three day loans with a \$3/day fine for over dues. Extended loans may be made. Items can be renewed up to three times. An agreement form must be signed, and a valid SRU ID must be presented. If equipment is being returned and the laptop room is closed, please stop by the Circulation desk in the first floor lobby. Cameras and equipment circulate to current SRU students, faculty and staff only. The library assumes no responsibility for files left on equipment. Please erase files before returning. Patrons must supply their own batteries, DVD/CD, etc. and must charge camera batteries before use. Equipment not returned at the end of each semester may be reported to SRU police for collection.

Kathy Manning

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