



Borrowing Library Materials: A Guide to Circulation Policies

General Information:

Current students of the University of Pittsburgh with a VALID University of Pittsburgh identification card may borrow library materials; no other form of identification is accepted. Your University of Pittsburgh ID card is your library card. If you have not received your ID card, or your card is not valid, you must go to the Campus ID Center in 115 Biddle Hall to receive or update it.

There are options available for persons unaffiliated with the University of Pittsburgh to obtain borrowing privileges. Ask the Circulation Desk staff for eligibility requirements.

Note: Most circulation functions are available in all ULS libraries, though some services may have to be performed by full-time staff. If you plan to visit the library late at night or on weekends, call first to make sure the services you require will be available.

Borrower's Responsibilities:

Borrowing materials from the University Library System (ULS) constitutes an agreement by the borrower to abide by the rules and regulations established by ULS. It is the patron's responsibility to be familiar with ULS borrowing policies.

Library borrowers are responsible for all materials checked out on their University ID card, as well as any fees or damages incurred. Materials that are lost or returned damaged are subject to replacement cost as determined by the library. **NEVER** loan your ID card or borrow library materials for others. Do **NOT** depend on others to return library materials for you.

It is the responsibility of the borrower to return borrowed material by its due date. Overdue notices are sent only as a courtesy. Failure to receive these notices does not remove the borrower's obligation to return material by the due date, nor does it constitute grounds for reducing a borrower's fines.

Recalled items have a shortened loan period. The new due date is noted on the recall notice. Most library materials are subject to recall by another borrower after two weeks. If you plan to be out of town, it is recommended that library materials be returned prior to travel.

If you receive overdue notices for materials you believe were returned, contact the Owen Library Circulation Desk (814) 269-7300.

Report lost or stolen ID cards to the ID Center located in 115 Biddle Hall, or by phone at (814) 269-7020. Additionally, you should also report it to the Library Circulation Desk by calling (814) 269-7300.

Returning library materials:

Please return materials to the Circulation Desk. Book Return Drops are available for after-hour returns inside the Student Union and outside the Owen entrance on Student Union Drive.

Materials borrowed from any ULS Library can be returned to any other ULS Library.

Recalling library materials:

Most library materials are subject to recall after two weeks. Library materials recalled to be placed on Course Reserve are subject to immediate recall. The fine rate for library material recalled, but yet unreturned is \$1.00 per day each.

Steps to Recall Books Online Using PITT*Cat*:

- When you find a book in PITT*Cat* that is checked-out to another user, click on the <**Request**> button.
- Enter the barcode number on your Pitt ID card and your last name in the appropriate boxes. Click on the <**Login**> button. On the next screen, click on <**OK**> button.
- On the Recall screen you should see the title you wish to have recalled. Enter your I.D. card barcode number once more, then select the location where you want to pick up the book and click on <**Submit Request**>.

Renewing books online using PITT*Cat*:

It is possible to renew most library materials, however, some restrictions apply. Materials which are already overdue will **NOT** be renewable online. Some ULS and non-ULS libraries restrict the number of renewals a user may make on borrowed material without returning the material physically to the library.

Steps to Renewing Books Online Using PITT*Cat*

- Connect to PITT*Cat*, the online catalog. Click on <**My Account**> and enter the barcode from your Pitt I.D. card and your last name in the appropriate boxes. Then click <**OK**>.
- A list of the titles of all Pitt library materials presently charged out to you will appear. Click the boxes under the **Renew?** in the column next to those titles you wish to renew. Then click <**Renew Items**>.

- **Always confirm that all books were actually renewed.** Some books may have holds, recalls or be overdue, which prevents renewal.
- Under **My Account** a borrower may also check to see if they have any outstanding fines, requests and verify their current mailing address.

If you want to verify your renewals or have questions about online renewals, call the Owen Library Circulation Desk at (814) 269-7300. You may also request a renewal in-person at the Circulation Desk.

Renewal Policies and Restrictions:

Books that circulate for four weeks may be renewed up to three times. Books that circulate for two weeks can only be renewed once. Books that are checked-out for term loans (faculty loans) may be renewed for a second term.

Items that have been recalled, whose renewal limit has been reached, or are overdue will receive a “**Not Renewed**” message. Also, if you have outstanding fines, or your registration has expired, will not be able to renew materials.

Phone Renewals:

Telephone renewals are available for faculty only . Call (814)269-7300 Monday through Friday, 8am.m to 4 p.m.

Overdue fines:

The purpose of fines is to encourage the prompt return of borrowed library materials, so materials will be available for use by others or verify continued need through renewing the material. Fines for overdue materials are charged to all categories of borrowers, including faculty, students, community and courtesy users. Fines are charged at the rate of 25 cents per day with a maximum of \$100.00, the fine rate for overdue recall materials is \$1.00 per day with no maximum amount.

Overdue Notices:

The Library sends overdue notices to borrowers as a courtesy reminder only. The University Libraries are **NOT** responsible for non-delivery or delayed delivery of these notices due to postal problems.

The first overdue notice is emailed to your Pitt Account the day after the items are due. A fifth and final notice is sent 45 days after the due date, at which time the patron’s **borrowing privileges are suspended**.

When the overdue library materials are returned, the online library system generates a bill for the total amount of fines and this is emailed. If the materials are not returned, it is eventually

designated “Lost”, and a bill is created and sent to the borrower. This bill includes replacement costs, fines owed and processing fees for each item Lost.

Paying fines:

Overdue fines can be paid at the Owen Library Circulation Desk, or mailed to the Library. Send a fine payment check (made payable to the University of Pittsburgh) to:

**University of Pittsburgh at Johnstown
Owen Library
450 Schoolhouse Road
Johnstown, PA 15904**

Credit card payments are accepted at the Business Office, 122 Biddle Hall.