



Faculty Borrowing: Frequently Asked Questions

Borrower's Responsibilities:

- All borrowers are responsible for materials checked out on their PITT ID and any fees or damages incurred until the item is returned.
- University ID cards and responsibility are **not** transferable, do **not** loan your ID card or borrowed items to others. Also, **DO NOT** depend on others to return items for you.
- Report a lost or stolen University ID immediately to the UPJ ID Center 269-7020. Also, report it to the Owen Library Circulation Desk at 269-7300.
- It is the responsibility of the borrower to note the time or date that the material is due. Overdue notices are sent to the user's University e-mail account **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.

All borrowers are responsible for any fines and fees of overdue, missing or lost items borrowed in their name. The library does not issue refunds for materials later found. When fines/fees exceed \$25.00 for a borrower, borrowing privileges are suspended or blocked. A block imposed by one ULS Library, will be treated as a block by all ULS Libraries. An overdue item converts to "Lost" status when 45 days overdue. The Library system then applies the maximum fine (\$100.00 per item) and replacement/processing fees.

- Please be aware that when materials are recalled the loan period will be shortened. The new due date is noted on the recall notice. Also, items may be recalled at any time. If you plan to be out of town, it is your responsibility to have materials returned on time. It's recommended that items should be returned prior to travel.
- If you receive overdue notices for materials that you believe have been returned, contact the ULS library specified on the notice.
- The borrowing of any materials from the ULS constitutes agreement by the borrower to abide by the rules and regulations of the ULS borrowing policies. Please note: you are responsible for knowing the ULS borrowing policies.

How do I borrow an item?

- Materials you wish to borrow should be brought to the Circulation Desk with your PITT I.D. card. If library material is not on the shelf or if you are having difficulty locating it, inquire at the Circulation Desk and the staff will be happy to assist you.

What library materials may be borrowed?

- General Collection books may be checked-out. These are located on the second floor of Owen Library. The loan period on these for faculty is one academic term, with unlimited renewals allowed, if not recalled by another user or for Course Reserve.
- Owen Library audio/visual materials, located on the first floor may be checked-out to faculty for a period of 21 days, with up to 2 renewals possible, if the item is not recalled.
- Reference books, periodicals, microforms, and Special Collections materials **DO NOT** circulate.

How often can I renew library material?

- General Collection library material borrowed by faculty may be eligible for unlimited renewals, provided no one places a Recall on it. You may request library material be renewed in-person at the Circulation Desk or renew it yourself online, if it is not already overdue. If it is already overdue, you must bring the item to the Circulation Desk to renew it.

What do I do if the library material I want is already checked-out or Owen Library doesn't own it?

- If an item is charged out to another patron, you may request it through Interlibrary Loan or place a recall on the item. If a book from the PITT Libraries' General Collection checked-out for more than two weeks is eligible for recall. Items recalled for Course Reserves are subject to immediate Recall. When material is recalled, the borrower is notified that they must return the material and given a new due date (on the Recall Notice). Material on Course Reserves for a class is excluded from recall eligibility. The fine rate for unreturned Recall items is \$1.00 per day per item.
- Library material may also be borrowed from other libraries in the PITT Library System or libraries throughout the U.S. and Canada. Interlibrary Loan (ILL) Request Forms are available online at the Library's website: <http://www.upj.pitt.edu/Library/> From there, click on <Online Request Forms.> Complete the ILL request form and click on <Submit.>
- Please plan ahead to allow at least a week for Interlibrary Loan materials to arrive. See the library guide *Interlibrary Loan: Frequently Asked Questions* for details.

Where do I return library materials?

- Library material may be returned to the Circulation Desk or placed in a library book return. One library book return is located outside UPJ Bookstore in the Student Union and another outside the lower level doors of the Owen building at the end of Student Union Drive.

Questions or concerns about your library record or borrowed materials should be directed to Circulation staff at x7300.