



Faculty Borrowing: Frequently Asked Questions

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.
- To authorize others (e.g., student assistants) to borrow library materials for you on your account, please complete a Proxy Patron form at the Circulation Desk. You still retain responsibility for all borrowed materials, fines, and fees incurred on your account.

What library materials may be borrowed?

- General Collection books located on the second floor of Owen Library may be checked out to faculty for a period of one academic term.
- Owen Library audio and visual materials located on the first floor may be checked out to faculty for a period of 28 days and 14 days, respectively.
- 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. 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 you see an item at another PITT Library that you would like to request, use the GetIt! function in PITTCat+.
- If an item is charged out to another patron, you may request it through E-Z Borrow.
- Library material may also be borrowed from libraries throughout the U.S. and Canada. Interlibrary Loan (ILL) Request Forms are available online at the Library's website:

<http://clioserver.library.pitt.edu/clioweb/Inside/Reqform.cfm>.

- Please plan ahead to allow at least a week to ten days for Interlibrary Loan materials to arrive. See the library guide *Borrowing Books from Other Libraries* for more details.

Where do I return library materials?

- Library material may be returned to the Circulation Desk or placed in one of two book returns located outside the UPJ Bookstore in the Student Union and outside the lower level doors of the Owen building at the end of Student Union Drive.

Borrower's Responsibilities:

- All borrowers are responsible for materials checked out on their PITT I.D. and any fees or damages incurred until the item is returned.
- University I.D. cards and responsibility are **not** transferable; do not loan your I.D. card or borrowed items to others. Also, do not depend on others to return items for you.
- Report a lost or stolen University I.D. immediately to the UPJ I.D. 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. 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.

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.

- 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.

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