



# 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.

### Fines, Fees, and Loan Periods

#### Loan Periods for Regular Book Loans

#### Regular Fines and Fees (per item)

Faculty	Term Loan (unlimited renewals)	.25 day/\$100.00 max
Staff	28 Days (up to 3 renewals)	.25 day/\$100.00 max
Students	28 Days (up to 3 renewals)	.25 day/\$100.00 max
Graduate Students	Term Loan (no renewals)	.25 day/\$100.00 max

### Overdue Fines and Patron Blocks

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.

Borrowers' privileges will be suspended/blocked when fines reach \$25.00 or after an item borrowed is overdue 45 days and converts to "LOST" status. A block imposed at one ULS Library will be treated as a block by all ULS Libraries. Please renew or return your library materials on or before the due date to avoid this.

### 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 (with a maximum overdue fine of \$100.00 per item).

### **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.

### **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.

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.

Please contact the Circulation Desk at (814) 269-7300 if you have any questions about Borrowing Policies.