

GENERAL RULES

- Books circulate for fourteen (14) days with one (1) renewal available per book. A maximum of ten (10) books may be charged on your library account at any one time.¹
- Purchased cards are valid for one (1) year.
- Undergraduate and graduate student cards are valid for one (1) year but **must be re-validated at the beginning of each term**. Proper validation is required to reactivate the card.

RENEWALS

Phone renewals are available Monday to Friday from 9 a.m.-5 p.m. at 648-7800. (Please have your Special Library card and the book barcode available before you call.)

To renew your book ONLINE:

1. Connect to PITTCat, the online catalog of the University of Pittsburgh libraries at pittcat.pitt.edu.
2. From the main screen choose the My Account tab.
3. Choose the “Click here for Special Borrowers Login Form”
4. Enter your Special Library Card ID# under patron barcode and your last name under the Last Name field and click OK.
5. A list of titles charged to your account appears. Click the checkbox under the Renew ? column next to those titles you want to renew. Click Renew Items.²

OVERDUES

- You are responsible for all materials charged to this non-transferable card.
- Lost or stolen cards should be immediately reported to the Hillman Circulation Desk at 412-648-7800.
- Overdue fines are \$0.25 per day per item. Unreturned requested (recalled) items are \$1 per day per item.
- Having overdue items, recalled items, or fines of \$15 or more will result in suspension of borrowing privileges.

REPLACEMENT

- There is a \$5 replacement fee for lost cards.



¹ Undergraduate students from schools other than Carnegie Mellon are limited to three (3) books at any given time.

² Items that have been recalled or those whose renewal limit has been reached, will return a “Not Renewed” message.

BORROWING POLICIES

- Borrowing requires the Special Library Card and a photo I.D.
- This card is strictly for the borrowing of University Library System materials. It does not grant access to Online Resources at any institution or on the ULS website (www.library.pitt.edu) or the ULS Interlibrary Loan service.

LIBRARIES

Your card may be used at any of the following University of Pittsburgh libraries:

Hillman Library	
<i>Lending</i>	412-648-7800
<i>Information</i>	412-648-3330
<i>Hours</i>	412-648-7715
Business Library	412-648-1669
Chemistry Library	412-648-8294
Bevier Engineering Library	412-624-9620
Frick Fine Arts Library	412-648-2410
Langley Library	412-624-4490
Music Library	412-624-4130

GUIDELINES

special library card borrowing regulations

