

BORROWING POLICIES

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

LIBRARIES

Your ULS Special Borrower Library Card may be used at any of the following University of Pittsburgh libraries:

Hillman Library	
<i>Donald S. Wood Service Desk</i>	412-648-7800
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

ULS special library card borrowing regulations



GENERAL RULES

Purchased ULS Special Borrower Card

- Maximum of ten (10) books
- Circulate for fourteen (14) days
- One (1) renewal per book
- ULS Special Borrower Cards are valid for one (1) year.

Carnegie Mellon University (CMU) Student, Faculty, or Staff ULS Special Borrower Card¹

CMU Faculty & Graduate Students:

- Unlimited number of books
- Circulate for one (1) term
- Unlimited renewals available unless otherwise requested.
- ULS Special Borrower Cards are valid for one (1) academic year (Sept–Aug).

CMU Staff & Undergraduate Students:

- Maximum of one hundred (100) books
- Circulate for twenty-eight (28) days
- Three (3) renewals available unless otherwise requested.
- ULS Special Borrower Cards are valid for one (1) academic year (Sept–Aug).

RENEWALS

Phone renewals are available Monday to Friday from 9 a.m.–5 p.m. at 412-648-7800.

Please have your ULS Special Borrower Library Card and the book barcode available before you call.

Renew your Book(s) 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 Borrower 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 Library Donald S. Wood Service 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.



¹CMU Students, Faculty, and Staff must have a current/valid CMU ID in order to obtain a ULS Special Borrowers Card.

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