

## 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](http://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 Card<sup>1</sup>

#### 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](http://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.<sup>2</sup>

## 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.



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

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