

# Borrowing Materials

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## **Borrowing Privileges**

All EMU students, staff and faculty have borrowing privileges at the University Library. We are happy to extend borrowing privileges to Ypsilanti residents, alumni and other approved non-EMU affiliated groups, as well.

In order to checkout materials, library users must have a library card. For EMU students, faculty and staff, their EMU ID/Eagle OneCards function as library cards. Alumni, Ypsilanti residents, and others must have a library courtesy card. Courtesy cards are available at the Circulation Desk for \$25. (This fee is waived for EMU alumni and Ypsilanti residents.) If you don't have your EMU ID/Eagle OneCard or library courtesy card, the staff at the Circulation Desk will hold your materials for 24 hours while you obtain your EMU ID/Eagle OneCard or library courtesy card.

Book returns are located both inside and outside the University Library's front doors and on the left side of the Circulation Desk.

## **Renewals**

Students may renew books up to five consecutive times using the *WebVoyager* catalog (<http://portal.emich.edu>). After the fifth renewal, the items must be returned to the Circulation Desk to renew them. Faculty members may renew items up to three times using *WebVoyager*. Then, the item must be renewed at the Circulation Desk. Reserve materials may not be renewed.

**To renew materials** with *WebVoyager*, go into the "Patron Information" portion of the catalog and follow the instructions on the screen. Materials do not need to be renewed before the due date, but fines will accumulate between the original due date and the date the renewal was placed.

## **Holds/Recalls**

Library users can place holds and recalls on materials using the *WebVoyager* online catalog (<http://portal.emich.edu>). Placing a hold on an item reserves that item for you once it is returned to the University Library. You may place holds only on those items that are already checked out. Placing a recall on an item generates a letter to its current user requesting its return to the library within three weeks or by its due date, whichever is earlier.

To place a hold or recall on an item, locate it in the catalog and click on the "Request" button near the top of the screen. *WebVoyager* will walk you through the process of placing your request. You will need to check your "Patron Information" record to see when the item is available for you to checkout.

## **Searches**

Sometimes, materials are not on the shelves where they belong. To put a search on an item, take a printout of its *WebVoyager* record to the Checkout Desk.

## **Fines**

Overdue fines for books are 10¢ per item per day, and the lost book fee is \$55. Fines and lost fees for audio materials, videos and DVDs are higher. All fines must be paid in the Client Services Office on the first level of the Halle Library building. Unpaid fines are forwarded to EMU's Student Accounting Office.

## **Questions/Assistance**

If you have questions about circulation services, please stop by the Circulation Desk or telephone us at 734.487.0020, x2140.

(over)

## Loan Periods\*

<u>User Group</u>	<u>Books</u>	<u>Journals</u>	<u>Reference Materials</u>	<u>Reserve Materials</u> <sup>2</sup>	<u>Videos/DVDs (Visual Materials)</u>	<u>Video Reference</u>	<u>CDs/Audiocassettes</u>
Faculty/Admin. (Includes lecturers, Emeritus faculty)	Semester <sup>1</sup>	24 hours	Special permission	Varies	3 days	3 days	Semester <sup>1</sup>
General Students	21 days	No checkout	No checkout	Varies	3 days	3 hours	7 days
Staff	21 days	Special Permission	No checkout	Varies	3 days	3 hours	7 days
Doctoral Students	Semester <sup>1</sup>	No checkout	No checkout	Varies	3 days	3 hours	7 days
Graduate Assistants	Semester <sup>1</sup>	24 hours	No checkout	Varies	3 days	3 hours	Semester <sup>1</sup>
Honor Students	28 days	No checkout	No checkout	Varies	3 days	3 hours	7 days
Special Programs	7 days	No checkout	No checkout	Varies	3 hours	3 hours	3 hours
Reciprocal Students	21 days	No checkout	No checkout	Varies	3 hours	3 hours	3 hours
Courtesy Card	21 days	No checkout	No checkout	Varies	3 hours	3 hours	3 hours
Fines	10¢/day	N/A	N/A	2 hr & 24 hr =60¢/hr	60¢/day/hr	60¢/day/hr	60¢/day/hr
				3 day & 7 day =60¢/day			

<sup>1</sup> If another user recalls these materials, you will be notified of the new due date.

<sup>2</sup> Most reserve materials have a two-hour loan period. Other loan periods are 24 hours, three days and seven days, depending on the materials.

\*Materials may have different loan periods and different fine rates. It is the responsibility of the borrower to know the due date of the materials checked out and the fine for returning them late.

\*Most materials may be renewed online at <http://portal.emich.edu>. (Need help? Stop by the Information/Reference Desk on the first level for a demonstration or call 734.487.0020, x2100.)

\*Remember your EMU identification! All circulation activities require your EMU ID/Eagle OneCard or your library courtesy card.