



## Borrowing Library Material Stephen B. Luce Library Procedures

Reference books, magazines, newspapers, microfilms and bound periodicals do not circulate and must be used in the Library. When you need information from these non-circulating materials, use the F.S.A. sponsored coin-operated machines located near the center stairways in the Reading Room.

### **CIRCULATING BOOKS**

#### **Students - Undergraduate/Graduate**

All circulating books may be borrowed for the period of five (5) weeks. Books can be renewed up to two times, if not in demand. You may borrow up to 30 books at any one time depending on type of collection. All books are due on the final examination day of Spring Semester each year. For summer vacation, special loans are available upon request.

#### **Faculty/Staff**

Members of the college Faculty/Staff may borrow regular circulating books for the period of seven (7) weeks and may be renewed, if not in demand. Special collection materials have shorter loan periods ranging from two (2) days to two (2) weeks (See below: Special Collections)

#### **Non-Affiliated Users**

##### **Alumni:**

Alumni can register for a free Library Card. Alumni library borrowers are entitled to all basic reference services, including the in-house use of ready reference, reserve and special collection items, and may borrow a maximum of three (3) books from the regular circulating collection for a loan period of five weeks. Renewals, and fine policies are the same as those applied to Undergraduate/Graduate Students.

##### **Off-Campus Users:**

An annual registration fee of \$30.00 is required to receive a Library Card. Off-Campus users can borrow a maximum of two (2) regular circulating collection books. Off-campus

users are those who are not currently affiliated with SUNY either as employees, matriculated students, or alumni. Off-campus borrowers are entitled to use our basic reference services, in-house borrowing privileges for ready reference and special collection items. Renewals and other policies, not indicated here, are same as those applied to the Graduate/Undergraduate students.

**SPECIAL COLLECTIONS:**

Special collections are kept in separate locations, but will be made available to you upon request at Circulation Desk. Loan periods for circulating special collection items are shorter ranging from 2 days to 2 weeks.

\*\*\*(History Collection) Books - 2 weeks

CC (Controlled Circulation) Books - Range varies from 2 days to 2 weeks as indicated on book pocket.

Theses - 2 weeks

Government Documents - 2 weeks

Technical Reports - 2 weeks

Feature Films (VHS) - 2 days

Instructional Films (VHS) - 2 weeks

Audio-Tape cassettes (ATC)- 2 weeks

DVD - 2 days