

# Borrowing and Privileges--Caspersen School Students

A current Drew ID card must be presented to check out library materials. Borrowers are responsible for all items charged on their accounts. Reference and periodical items do not circulate.

## Total items a borrower may charge and loan periods

Graduate students may borrow a maximum of 200 books. Due dates are January 1, June 1, and August 15.

## Renewals

Graduate students have unlimited renewals, provided an item has not been recalled. There are two renewal options. We recommend using the "My Library Account" feature in the library's online catalog. Students may also bring items to the Circulation Desk. We do not offer renewals over the telephone. We consider an item's renewal as confirmation that the item is in the borrower's possession.

## Fines

Overdue and fine notices are sent to Drew University email accounts. Follow-up courtesy calls and emails may be made. The library does not charge graduate students daily overdue fees. However, items overdue for 35 days are automatically assumed to be lost and a per item replacement charge is placed on the borrower's library account. Replacement fee is \$100.00 per book, unless replacement charges exceed \$100.00 per book. Assumed lost items must be brought to the Circulation Desk for discharging. Once an assumed lost item is returned, the \$100.00 fee per item is reduced to a lesser amount. If the library has purchased a replacement copy, the \$100.00 minimum fee is not reduced. Library fines are transferred to Student Accounts three times per year.

## Suspension of Borrowing Privileges

When an item becomes assumed lost, library borrowing and recall privileges are suspended until the book has been returned or the replacement fee paid.

## Recalled Items

Recalls are requests by Drew faculty, staff, students, or Reserves for material charged out to another borrower. Items are subject to recall 20 days after the original check-out date; items needed for Reserve may be recalled at any time. Recall notices are sent to Drew University email accounts. Follow-up courtesy calls and emails may be made. All patrons are subject to recall fines and replacement charges if a recalled item is not returned by the specified recall due date. Recall and borrowing privileges are suspended if a recalled item is not returned promptly.

## Recalling an item

You may place a hold/recall on a checked-out or on-order item while in the library catalog.

- If the brief title record shows that the item is checked out or on order, you may click on "Place a hold/recall request."
- Enter your Drew uLogin ID and password. Click to [place a hold](#) for to complete the process.

Hold requests may also be submitted by completing a recall card at the Circulation Desk.

You will be notified via Drew email when the item has been returned and is on hold for you.

## Fines for failure to return a recalled item

Maximum overdue recall fine for failure to return a recall placed by another patron is \$20.00. Maximum overdue recall fine for failure to return a Reserves recall is \$45.00. If a recalled item is not returned promptly and the library needs to purchase a new copy, an additional replacement fee of \$100.00 or more will be charged.