

Borrowing and Privileges--New Jersey Community Resident and Clergy Borrowers

Members of the greater Drew University community are welcome to use our databases and most other resources in the University Library on-site during full service hours. Circulating materials from the Library's depository collection of U.S., N.J., and U.N. documents may be borrowed by the public at large.

The following information is provided for those wishing to borrow materials.

Borrowing privileges and loan periods

Community residents and clergy members who have purchased privileges may borrow up to 10 items at a time for a loan period of 30 days. No renewal, Inter-Library Loan, off-site database access, or recall privileges are granted.

Charge for a Community Resident or Clergy Borrower Card

New Jersey residents may purchase a borrowing card, valid for one year, for \$75.00. The charge for members of the clergy who reside in New Jersey is \$25.00. We accept checks but not cash or credit cards. If a New Jersey resident or clergy member is in good standing, their Drew Library card may be renewed for the same fee.

Fines

Community residents and clergy members are subject to overdue fines of 10 cents a day and the maximum overdue fine per item is \$10.00. Items that are overdue for 35 days are assumed to be lost and a \$100.00 per item replacement charge is placed on the borrower's account (unless it is determined that the replacement cost for the item exceeds \$100.00.) Once returned, the \$100.00 fee per item is reduced to a lesser amount unless the Library has already purchased a replacement copy.

Suspension of Borrowing Privileges

When an item becomes assumed lost, library privileges are automatically suspended until all assumed lost books have been returned and/or all replacement fees are paid.

Recalled Items

Recalls are requests by Drew faculty, staff, students, or Reserves for material charged to another borrower. Items are subject to recall 20 days after the original charge out date; items needed for Reserve may be recalled at any time. If a recalled item is not returned promptly, a patron is subject to fines, replacement charges, and the suspension of borrowing privileges.

Fines for failure to return a recalled item

Maximum overdue recall fine for failure to return a recall for another patron is \$20.00. Maximum overdue recall fine for failure to return a Reserves recall is \$45.00. If a recalled book is replaced before it is returned, or is not returned and is considered lost, a minimum \$100.00 replacement charge will additionally be assessed.