



# Temple University Libraries

## Policy for Borrowing Books

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### Borrowing Books, CD's, Videos, DVD's, and all other circulating material

#### How to Borrow

Any student, faculty, administration, or staff person with a valid Temple identification (ID) may borrow books. Courtesy cards are available for fees ranging upward from \$10.00. Courtesy card holders may borrow up to five books for a four week period. All general circulation policies apply to courtesy borrowers.

To check out books, bring the materials to the library's circulation desk. The date on which you must return the books will be stamped on the inside of the front cover. There is no limit on the number of books students, faculty, administration, or staff may borrow.

In Paley Library only there are two self-service check-out machines that can be used when Paley Library is open. The machines generate receipts with the due dates printed on them.

#### Length of Loans

Undergraduates	4 weeks
Honors Undergraduates	1 semester
Graduate Students	1 semester
Faculty, Administration, Library staff	1 semester
Staff	4 weeks
Courtesy Cards	4 weeks / 5 books

#### Renewals

Books may be renewed up to three times after the original loan period unless the items are needed by another patron who has recalled them. Renewals can be made in person or online by clicking on the [My Library Account](#) button on the Diamond catalog.

#### Returning Books

Books may be returned to the circulation desk of any library on Main Campus, Ambler Library, Tyler Library, and Harrisburg Library.

## Recalls

If you need a book that is already checked out you can try and get another copy through the [Palci E-ZBorrow](#) program. If that is not possible fill out the form to recall Temple's copy. The library will send the borrower a notice asking that they bring the book back within two weeks. If a recalled book is not brought back by the date on the recall notice, the fine is \$1.00 per day. Please note that this system will also enable someone else to recall a book that you have borrowed.

## Overdue Fines

Fines are charged to encourage patrons to return materials on time so that others may use them.

- \$.25 per day overdue charge for general circulation materials
- \$1.00 per day overdue charge for items recalled
- \$7.50 processing charge added to items more than 60 days overdue

## Lost Book Charges

The minimum cost for lost books is \$50.00 plus fines. The amount may be higher depending on the cost to replace it. You can buy a replacement copy in place of the lost book fee with the advance permission of circulation supervisors. If you find the book after you have paid for it contact the circulation supervisor to see if the book has already been replaced. If it has not you may be eligible for a partial refund.

## Borrowing items on Reserve

### Length of Loan

Reserve materials may be checked out at the circulation desks. There are four loan periods that your professor may assign to an item.

- 2 hours
- Overnight: due 10:00 a.m. the following morning
- 3 days
- 7 days

## Returns

Reserve materials must be returned to circulation desks.

### Fines

2 hour material	\$1.00 first hour late, \$.50 for each hour thereafter
Overnight material	\$1.00 first hour late, \$.50 for each hour thereafter
3 day material	\$1.00 per day
7 day material	\$1.00 per day

## **Borrowing from Other Temple Libraries**

You can request materials from libraries on other campuses. For example, as a Main Campus student you can request materials from Ambler, Tyler, Health Sciences Libraries, and the Harrisburg Library only. [Request forms](#) are available on this web site. Remember that you cannot request materials from libraries on your campus. For example, an engineering student using the Science, Engineering and Architecture Library cannot request materials from another Main Campus library such as Paley Library.

Photocopies from other libraries will be delivered to you electronically through your e-mail account.

All policies that apply to general circulation are applicable to materials borrowed from other Temple libraries

## **Borrowers' Responsibilities**

Library borrowers are responsible for taking good care of all library materials that are borrowed, and need to return the materials in the same condition as when they were borrowed. Please let library staff know if you feel the material is in any way damaged or defective when you take it out. If you return a book that is damaged you will have to pay for repair or replacement.

To avoid paying fines (see above) return or renew the books by their due date. To check on the due dates or to renew online click on [My Library Account](#). Graduate students, faculty, and administration are sent notices a month before the books are due.

Your library privileges may be temporarily suspended if you have books more than 10 days overdue. Overdue notices are sent as a courtesy to your Temple e-mail account. If you have library books more than 60 days overdue you will receive a bill for these. If you do not return them within 21 days you will receive a library delinquency on your Owl Link account that will prevent you from registering, graduating, or receiving a transcript.

If you have problems with overdue books, lost books, or fines get in touch with circulation staff at any of the libraries. If we know about your problem we can work with you to help you get the matter resolved.