

## **Alumni Card Policy Ezra Lehman Library Shippensburg University**

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As a service to University Alumni who are area residents, Lehman Library offers borrowing privileges through an Alumni Card. Applicants must have an undergraduate or graduate degree from Shippensburg University and must present identification in the form of a valid driver's license. There is no fee. Alumni Cards expire one year from the date of application.

Please note that the online catalog is available off campus at [library.ship.edu](http://library.ship.edu) but access to the online databases is only available on campus.

**Loan Period:** The loan period for many materials is 28 days. One renewal is permitted.

**Borrowing Policies:** Only Shippensburg University alumni in good standing will be granted borrowing privileges under this class. After filling out the Patron Card Application form, library staff will require a 24-hour period (Sunday-Thursday) in which to verify alumnus status with the Registrar's Office. Completed library cards may be picked up at the Circulation Desk after 1:00 p.m. on the next day (Sunday through Thursday). Otherwise, cards will be mailed to the applicant's home address.

Alumni Card Patrons may charge out 15 items from the circulating general collection, the government documents collection, or the Media/Curricular Collection. Videos/DVD's and compact discs are restricted to 3 each. The loan period for videos/DVD's and compact discs is 2 weeks with no renewal.

Reference books, laptops, reserve materials, and periodicals may not be borrowed.

Alumni Card Patrons are not eligible to use Interlibrary Loan services.

**Printing:** Printing is limited to up to 100 pages per quarter (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) per card. Quarters are based on the calendar year only. Printers should be used for educational or limited personal purposes and printing privileges can be rescinded for abuse. We do not accept cash for additional printing.

The Alumni Cardholder is responsible for all materials borrowed on the card and is subject to established overdue fines and replacement costs. An individual not returning materials after proper notification has been given will have a hold placed on their university records, including transcripts, and will be prosecuted under P.L.106 of 1970.