

# CIRCULATION POLICIES

## Book Loan Periods

Undergraduate Students:	21 Days
Graduate Students:	120 Days
Faculty:	120 Days
SLU Staff:	120 Days
Courtesy Borrower:	21 Days
MERLIN Loaned Books:	
Undergraduate:	21 Days
Graduate/Staff/Faculty:	120 Days
MOBIUS Loaned Books:	28 Days

## Renewals

Books may be renewed 7 days before the due date if not held by another patron.

MOBIUS books may only be renewed twice.

## Holds

Books in the SLU/MOBIUS system can be placed on hold online by the requestor or at the Circulation Desk. When the book is received at Pius Library, the requestor will be notified to pick up the book at the Circulation Desk.

## Searching Books

If an item cannot be located in the general collection, a patron may fill out a search card at the Circulation Desk. When the item is found the patron will be contacted via their SLU email. If the item is not found after being searched three times, Circulation staff will automatically request the item from another MOBIUS library. If this option isn't available, the patron will be notified and Circulation staff will help the patron request the item through ILLiad Interlibrary Loan service when needed.

# CIRCULATION POLICIES (CONTINUED)

## Overdue Books & Fines

Overdue Notices for SLU Pius, MCL and Law Library are sent when books are 5 and 15 days overdue. After 30 days overdue books are considered lost, and the borrowing patron will be billed with a lost book fee of \$120.

Media and reserve items are subject to separate overdue and billing policies.

Overdue notices for MOBIUS loaned books are sent when books are 5 and 30 days overdue. After 31 days overdue books are considered lost, and the borrowing patron will be billed with a lost book fee of \$120.

Failure to receive a notice does not exempt a borrower from the responsibility to return books on time and is not grounds for the cancellation of fines.

Billed books and fine totals exceeding \$50 will result in a loss of borrowing privileges, registration holds, and transcript holds.

If material is returned in a damaged condition, the library will bill the borrower \$120 for replacement cost and a \$20 processing fee. Examples of damage can include writing or highlighting, food spills, water damage, Post-It note usage, folding pages, tearing or removing pages, excessive heat or sunlight on media materials.

If you have any questions, email Circulation at [piuscirc@slu.edu](mailto:piuscirc@slu.edu), call 314-977-3087, or visit the Circulation Desk and ask to speak with a full-time staff member.

# PIUS XII MEMORIAL LIBRARY

AT SAINT LOUIS UNIVERSITY

BUILDING HOURS  
FALL 2020



**SAINT LOUIS  
UNIVERSITY™**  
— EST. 1818 —

3650 LINDELL BOULEVARD  
ST. LOUIS, MO 63108

<http://lib.slu.edu/>

# FALL 2020

AUGUST 3 - DECEMBER 4

ALL HOURS SUBJECT TO CHANGE

## IMPORTANT INFORMATION

Library Hours 314- 977-3580

Patron Services Desk 314-977-3087  
E-Mail piuscirc@slu.edu

Interlibrary Loan 314-977-3104  
E-Mail piusill@slu.edu

Reserves and Electronic Reserves 314-977-3585  
E-Mail eres.slu.edu

ATC askSLU Desk 314-977-3103

E-Mail piusref@slu.edu

**All Hours Subject to Change—Please check the library website**

Library Web Site  
<http://lib.slu.edu/>

### AUGUST 3—AUGUST 16

Monday-Friday	7:30am—6pm
Saturday & Sunday	Closed
Sunday—August 16	10am—6pm

### FALL - AUGUST 17—NOVEMBER 27

#### Regular Hours

Monday-Thursday	7:30am — 2am
Friday	7:30am — 9pm
Saturday	10am — 6pm
Sunday	10am — 2am

#### Labor Day

Sunday, September 6	10am — 9pm
Monday, September 7 (Official University Holiday)	10am — 9pm

#### Thanksgiving

Tuesday, November 24	7:30am — 9pm
Wednesday-Sunday November 25-27 (Official University Holiday)	Closed

### STUDY DAYS AND FINAL EXAMS NOVEMBER 28—DECEMBER 4

Saturday, November 28	10am — 6pm
Sunday, November 29	10am — 6pm
Monday-Friday	7:30am — 6pm

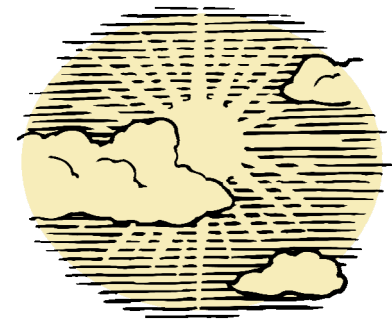
### WINTER RECESS DECEMBER 5—JANUARY 23

#### Regular Hours

Sunday	Closed
Monday–Friday	7:30am–6pm
Saturday	10am–6pm

#### Christmas & New Year's

Saturday, December 19– Sunday, December 20	Closed
Monday, December 21– Wednesday, December 23	7:30am–6pm
Thursday, December 24– Sunday, January 3 (Official University Holiday)	Closed



Beware the man of one book.  
-Thomas Aquinas