# CIRCULATION POLICIES

#### **Book Loan Periods**

Undergraduate Students: Graduate Students:	21 Days 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.

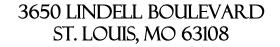
If you have any questions, email Circulation at **piuscirc@slu.edu**, call 314-977-3087, or visit the Circulation Desk and ask to speak with a full-time staff member.

# PIUS XII MEMORIAL LIBRARY

#### AT SAINT LOUIS UNIVERSITY

BUILDING HOURS SPRING 2021





http://lib.slu.edu/

# SPRING 2021 JANUARY 4 - MAY 18

## ALL HOURS SUBJECT TO CHANGE

# IMPORTANT INFORMATION

Library Hours	314-977-3580
Patron Services Desk E-Mail	314-977-3087 piuscirc@slu.edu
Interlibrary Loan E-Mail	314-977-3104 piusill@slu.edu
Reserves and Electronic Reserves E-Mail	314-977-3585 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/

# WINTER RECESS JANUARY 4 – JANUARY 26

#### **Regular Hours**

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

Closed

## Martin Luther King Day

Monday, January 18 (Official University Holiday)

Beware the man of one book. -Thomas Aquinas

# REGULAR HOURS JANUARY 27 – MAY 10

Sunday Monday—Thursday Friday Saturday 10am—12am 7:30am—12am 7:30am—6pm 10am—6pm

## MIDTERM EXAMS

Saturday, March 13 Sunday, March 14 Monday—Thursday, March 15—18 Friday, March 19 Saturday, March 20

10am—9pm 10am—2am 7:30am—2am 7:30am—6pm 10am—6pm

# EASTER

Thursday, April 1 Friday, April 2 (University Holiday) Saturday, April 3 Sunday, April 4 7:30am—12am CLOSED CLOSED CLOSED

## STUDY DAY AND FINAL EXAMS MAY 11 – MAY 18

Tuesday–Thursday, May 11–13	7:30am–2am
Friday, May 14	7:30am–9pm
Saturday, May 15	10am—9pm
Sunday, May 16	10am—2am
Monday–Tuesday, May 17—18	7:30am–2am