

# Borrowing and Privileges--Visiting Scholars

The Drew University Library's mission is, in part, to facilitate access to scholarly collections and information resources.

To further this goal, the Drew University Library may grant Visiting Scholar status to a limited number of members of the greater academic community who are visiting Drew for a short period of time to conduct intensive, on-site research and for whom our collections support his/her research as follows:

- To faculty members and doctoral students from other academic institutions
- To eminent researchers and renowned scholars
- To other researchers as requested by the President, the Provost, or the Deans of Drew's Caspersen and Theological Schools
- To all Bell Scholar Award recipients

Application forms are [available online](#) and at the Circulation desk. Completed applications must be accompanied by an explanatory letter that demonstrates how access to Drew's collections support the applicant's research. Doctoral students must also submit a letter of introduction, on letterhead, from their home institution.

The University Librarian will review submitted applications and determine whether or not the applicant meets these criteria.

Visiting Scholar privileges are granted for a specific period of time, up to a maximum of one year. A Scholar may apply for an extension by submitting a written request to the University Librarian before his/her privilege expires.

## Borrowing privileges

Visiting Scholars may borrow up to 60 books at a time for a loan period of 30 days. Recalls, InterLibrary Loan, and off-site database access privileges are not granted.

### Renewals

Scholars may renew an item up to four times, provided the item has not been recalled. To do so, contact the Circulation Supervisor, Renewals, or bring the item to the Circulation Desk prior to the item's due date. Renewals by telephone are not offered.

### Fines

Visiting Scholars are subject to fines and replacement charges, like our other library patrons. The Library does not charge Scholars daily overdue fees but items that are overdue for 35 days are assumed to be lost and a \$100.00 per item replacement charge is placed on the Scholar's library account (unless it is determined that the replacement fee 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, borrowing and renewal 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 all library 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.