

# Borrowing and Privileges-- Alumni and Alumnae

Drew alumni/ae are welcome to borrow books for use outside the library at no charge in addition to using our databases and other resources on-site. If you wish to borrow books:

To borrow from the Library, alums must obtain an alumni card from Alumni Relations. To begin that process, alums should enter the required information in the Google form [HERE](#).

- Once alumni/ae receive their alumni card, they may bring it to the Library's Circulation Desk and complete a registration form for borrowing privileges. After registering, a barcode will be affixed to the alumni card so it serves as the user's library card. Alums may have their account in perpetuity, unless their account status changes and is not in good standing. If that occurs, the account is blocked until cleared.
- Scans of individual articles and chapters from Drew's print resources can be requested using the scan request form here: <https://forms.gle/sRqPMBkkgJ31AaBJ6>

## Borrowing Privileges and loan periods

Alumni/ae may borrow up to 20 items at a time for a loan period of 30 days. If an alumnus or alumna contacts the Circulation Desk, via email or telephone prior to an item's due date, it may be renewed one time if there are no unresolved overdue books, fines, or other account issues. Interlibrary Loan and recall privileges are not granted. Most off-site database access is not granted; to see what databases may be accessed off-site by alumni and alumnae, go to <http://libguides.drew.edu/alumni-resources>

## Fines

Alumni/ae are subject to overdue fines of 10 cents a day and the maximum overdue fine per item is \$10.00. Items that are overdue for 35 days are assumed to be lost and a \$100.00 per item replacement charge is placed on the borrower's account (unless it is determined that the replacement cost 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, library 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. However, 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 borrowing 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.