

Borrowing and Privileges--Emeriti Faculty

Emeriti faculty are granted the same borrowing privileges as current Drew faculty and may continue to use their Drew Faculty/Staff ID Card as their library borrowing card and their Drew email address for contacts. Emeriti faculty must provide the Library's Circulation Department with post-retirement changes in contact information including addresses and telephone numbers.

Total items a borrower may charge and loan periods

Emeriti faculty may borrow a maximum of 200 books, due February 14th each year. Reference and periodical items do not circulate.

Renewals

Emeriti Faculty have unlimited renewals, provided an item has not been recalled. There are a number of renewal options but, if you regularly borrow, we encourage you to ensure that you retain access to the "My Library Account" feature in the library's online catalog so that you can renew your books online. Contact the Circulation Supervisor, Renewals, for guidance regarding this service interface. You may also bring items to the Circulation Desk or email the Circulation Supervisor, Renewals, regarding your renewal request. We do not offer telephone renewals. We consider an item's renewal as confirmation that the item is in the borrower's possession.

Fines

Overdue and fine notices are sent to Drew University email accounts. Follow-up courtesy phone calls and emails may be made. The library does not charge faculty members daily overdue fees. However, items overdue for 35 days are automatically assumed to be lost and a per item replacement charge is placed on the borrower's library account. Replacement fee is \$100.00 per item, unless replacement charges exceed \$100.00 per book. Assumed lost items must be brought to the Circulation Desk for discharging. Once an assumed lost item is returned, the \$100.00 fee per item is reduced to a lesser amount. If the library has purchased a replacement copy, the \$100.00 fee is not reduced.

Suspension of Borrowing Privileges

When an item becomes assumed lost, library borrowing and recall privileges are suspended until all assumed lost book is returned or the replacement fee 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 check-out date; items needed for Reserves may be recalled at any time. Recall notices are sent to Drew University email accounts. Follow-up courtesy calls and emails may be made. All patrons are subject to recall fines and replacement charges if the recalled item is not returned by the specified recall date. Recall privileges are suspended if a recalled item is not returned promptly.

Recalling an item

Hold/recall requests may be submitted by completing a recall card at the Circulation Counter. You will be notified via Drew email when the item has been returned and is on hold for you.

Fines for failure to return a recalled item

Maximum overdue recall fine for failure to return a recall placed by another patron is \$20.00. Maximum overdue recall fine for failure to return a Reserves recall is \$45.00. If a recalled item is not returned promptly and the library needs to purchase a new copy, an additional replacement fee of \$100.00 or more will be charged.