

# Borrowing and Privileges--Trustees

Trustees may obtain a borrowing card at the Circulation Desk.

## **Total items a borrower may charge and loan periods**

Trustees may borrow a maximum of 60 books, due on February 14th each year. Reference and periodical items do not circulate.

## **Renewals**

Trustees may renew an item up to four times, provided the item has not been recalled. You may be able to renew your books through "My Library Account" feature in the library's online catalog. Books may also be renewed by bringing the items to the Circulation Desk or by contacting the Circulation Supervisor, Renewals, via email. Sorry, but we do not offer telephone renewals.

## **Recalled Items**

Recalls are requests by Drew faculty, staff, students, or Reserves for material checked out to another borrower. Items are subject to recall 20 days after the original check-out date; items needed for Reserve may be recalled at any time. Recall and borrowing privileges are suspended if a recalled item is not returned promptly.