

GUEST PATRON CIRCULATION POLICY

Louis L. Manderino Library
California University of PA
California, PA

PLEASE NOTE – The library also has a General Circulation Policy.

While the library of the University is maintained fundamentally for the use of students and faculty and the collection reflects the mission of the institution rather than the needs of the general public, those unaffiliated with the University may take advantage of library services by obtaining a guest CalCard. **Due to vendor licensing agreements, guest patrons do not have off-campus access to electronic resources.**

The following conditions govern the use of the Guest Patron card:

BORROWING PRIVILEGES – A guest card may be issued to:

- A. Alumni and retired staff.
- B. Residents of Pennsylvania who are 18 years of age or older and are not high school students. High school students may use the library if accompanied by any adult who has a guest card.
- C. Unaccompanied elementary school children are not permitted to use the library.

COST – The application process and payment of fees takes place at the Circulation Desk in the Louis L. Manderino Library. The guest card is issued at the Information Desk in the Natali Student Center.

A \$5.00 fee and a \$25.00 security deposit (refundable upon return of the card) are charged. The security deposit will only be refundable if the patron has returned all library materials and all late/lost fees have been paid.

A fee will not be charged for emeriti faculty or at the discretion of the Dean of Library Services.

A \$20.00 replacement fee will be charged for lost CalCards.

MAXIMUM NUMBER OF CHARGES – Borrowers are blocked from further charges when the number of items charged out exceeds ten (10). Theme kits are limited to one (1). Total number of items in any format cannot exceed ten (10).

LOAN PERIOD – Books in general collection – 21 days. The type of other material/equipment will dictate the loan period. The cardholder is responsible for all materials borrowed and is subject to established overdue fines and replacement costs (see General Circulation Policy).

Guest borrowers with excessive or desperately needed overdue materials will receive a letter from the Dean of Library Services requesting the prompt return of all library materials.

RECALLS – Guest patrons may not request an item to be recalled.

RENEWALS – Books and some non-book material(s) may be renewed once online. Library material must be physically returned to the library for two (2) additional renewal periods. Books and non-book materials cannot be renewed if there is a “hold” for the item(s), or if the item(s) are needed for the Reserve Department. Equipment and theme kits cannot be renewed.

RESTRICTIONS – Guest patrons do not have access to these resources and services:

- **Camcorders**
- **Notebook computers**
- **Interlibrary Loan or EZ-Borrow**

Use of the library through these guest cards may be limited if for any reason such use compromises the service the library provides the University.

Revised: August 31, 2007
(minor edit: January 21, 2010)