

## Center of Alcohol Studies Library Guest Privileges

Guest borrowing privileges are offered to the public. We honor general library privileges for Rutgers alumni, individuals with community borrower cards, faculty, and students from other higher education institutions. More information on Alumni and Community Guest Borrowing Privileges [http://www.libraries.rutgers.edu/rul/lib\\_servs/guest.shtml](http://www.libraries.rutgers.edu/rul/lib_servs/guest.shtml)

### Registration

Guest may register in person at the circulation desk of the Center of Alcohol Studies Library with picture identification during regular library hours. Guests to the library may borrow items, when they purchase a guest borrower card.

### Borrower Cards

CAS Library Guest borrower cards are issued for a period of one year. The cost for the first year is \$50. Guests must renew their privileges on a yearly basis, without a fee. After the first year, if there are no outstanding costs, such as lost books, recall fines, etc. \$25 will be refunded to patron. Please note: these library cards are kept in the Alcohol Library. These privileges are for the Alcohol Studies Library ONLY! See Rutgers University Libraries borrowing privileges.

### Borrower Responsibilities

You are responsible for:

- All material checked out on your card. Do not loan it to others. Materials are linked to your record by a unique barcode number.
- Remembering due dates. Dates may change based on renewal and recall requests.
- Returning or renewing materials on time.
- Notifying the Library of any change of address.

### Loan Periods

The guest loan period is 28 days for all materials charged out. All books, regardless of loan period and borrower's privileges, are subject to recall. You may check out up to 25 items on your card at one time.

### Returns

Return borrowed books on or before their due date to the Center of Alcohol Studies Library or a circulation desk or a book drop of any Rutgers library. Although there are no daily overdue fines, failure to return a recalled book will result in a fine of \$5 per day.

It is expected that books and other library materials will be returned in good condition, unmarked and without evidence of damage. Borrowers will be held responsible for materials returned damaged. If the book you wish to charge out is already damaged, please bring it to the attention of the circulation desk staff, who will make note of the damage so that you will not be held responsible.

### Renewals

Materials may be renewed for the same time period as the original loan. If materials are more than forty days overdue you must bring them to a Rutgers library to be renewed. There is no mail or telephone renewal. You may not renew library materials that have been recalled for another borrower, or if your borrowing privileges have been suspended.

### Recalls

Students, faculty and staff at Rutgers may recall items needed for research. Guest borrowers are not eligible for recall privileges. All books in circulation are subject to recall. You may receive a "Recall Notice" notifying you to return materials prior to the normal loan period.

Return a recalled item before the new date set by the library to avoid paying a fine. A fine of \$5 per day up to \$50 will be assessed and borrowing privileges suspended for failure to return recalled material on time.

### Notices and Replacement Charges

Library notices will be sent to your email address on file with the libraries. If you don't have email, paper notices will be mailed to your home address.

An Overdue Notice is sent when items are 7 days overdue. At 21 days overdue, a Final Notice stating the average replacement and processing cost of \$102.00 per item is sent. Contact the Center of Alcohol Studies Library for the actual cost of replacement. Your borrowing privileges will be suspended and a hold may be placed on your library record. When items are six months overdue, a Bill for Replacement is sent. The University reserves the right to forward all delinquent accounts to collection agencies and to levy a collection fee.

### Change of Address

It is your responsibility to keep the Center of Alcohol Studies Library informed of any address changes. Library fines will not be waived if you fail to notify the Library of a change of address. You can update your address and email address with library staff at the circulation desk or by email.

### Restrictions

Guest borrowers are not eligible for interlibrary loan and recalls, delivery of Rutgers materials, and borrowing privileges at the Rutgers law libraries.

Guest borrowers are not entitled to off-campus access to certain databases. Licensing agreements between the Rutgers University Libraries and proprietors of certain databases strictly limit off-site use to current Rutgers students, faculty, and staff.

### Questions

If you have questions regarding your borrowing privileges, call or visit the Center of Alcohol Studies Library, or email your question.