

Alumni Library Privileges

Policy:

Duquesne University alumni are afforded limited library privileges upon verification of alumni status and registration into the library's user database. Library privileges include: borrowing of Gumberg Library materials, on-site research database access, and other services.

Gumberg Library materials - Books from the circulating collection may be checked out for 4 weeks (28 days) with one renewal permitted. Fines are assessed for overdue materials at the rate of 20 cents per day. Certain materials from other collections (Music, Curriculum Center, Audiovisuals, Phenomenology Center) circulate according to their respective timeframes, which are generally shorter. Due dates are listed on receipts provided at checkout. A maximum of 10 items may be checked out at any given time.

Research Database Access - Duquesne University alumni may access research databases at public workstations located throughout the building. Licensing restrictions prevent off-site (remote) access to the library's electronic resources.

Carrel keys/laptops - In general, alumni may not use study carrels or laptops during the academic year. However, exceptions may be made on a case-by-case basis during non-peak times, such as summer months and holiday periods. Circulation staff will make this determination based on availability at the time of the request.

Interlibrary Loan and E-Z Borrow services are not available to alumni.

Procedure:

Alumni can apply for borrowing privileges by completing a registration form at the Circulation Desk or by submitting a completed application online via the online forms section of the library's website (www.library.duq.edu). Forms submitted will be verified as soon as possible, and entered into the library's user database. With the exception of very recent alumni, this verification process can usually be done immediately. Otherwise, registrations will be processed on the following business day. Alumni privileges are valid for one year and may be extended upon request.

To borrow materials, alumni must present a valid photo driver's license, passport, or employer ID card with photo. The library does not issue special library cards for alumni.

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