

**Gumberg Library
Duquesne University**

Emeritus Faculty Library Privileges

Policy:

Emeritus faculty receive borrowing privileges upon verification of emeritus status and registration into the library's user database. Library privileges include: borrowing of Gumberg Library materials, interlibrary loan, and on-site research database access. Emeritus status is indicated on Duquesne issued ID cards.

Gumberg Library materials – Books from the circulating collection may be checked out for 8 weeks (56 days) with one renewal permitted. A maximum of 25 items may be checked out at any given time. Fines are assessed only for overdue laptops, keys, and reserve material. 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.

Resource Sharing – Emeritus faculty may register for interlibrary loan services through the ILLiad system. They are responsible for costs incurred for lost books and fines from lending libraries. E-Z Borrow services are available to emeritus faculty.

Research Database Access - Duquesne University emeritus faculty may access research databases at public workstations located throughout the building. They are also entitled to off-site (remote) access to the library's electronic resources unless prohibited by licensing restrictions.

Carrel keys/laptops – Emeritus faculty may borrow study carrels and laptops.

Procedure:

Emeritus faculty can apply for borrowing privileges by completing a registration form at the Circulation Desk. Submitted forms will be verified as soon as possible, and entered into the library's user database. This verification process can usually be done immediately weekdays from 8:30-4:00. Otherwise, registrations will be processed on the following business day. Emeritus faculty privileges are valid for one year and may be renewed upon request. Once registered, emeritus faculty must present a Duquesne ID to borrow materials.

Date issued: December 2, 2009

Responsible for policy: Operations Committee

Issuing department or division: Information Services

Supersedes: N/A

Filename:

Forms and forms location: Kept at circulation Desk