

Retiree Library Privileges

Policy:

Duquesne University retirees are afforded limited library privileges upon verification of retiree status and registration into the library's user database. Library privileges include: borrowing of Gumberg Library materials, interlibrary loan of books through ILLiad, and on-site research database access. Emeritus faculty privileges are described separately in the Emeritus Faculty Privileges Policy. Retiree and emeritus status is indicated on Duquesne issued ID cards.

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.

Resource Sharing - Retirees may register for limited interlibrary loan services through the ILLiad system. Once registered, retirees may borrow only books; article requests cannot be honored. Retirees are responsible for costs incurred for lost books and fines from lending libraries. E-Z Borrow services are not available to retirees. The library reserves the right to limit interlibrary loan service to retirees during peak usage times.

Research Database Access - Duquesne University retirees 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, retirees may not borrow 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 resource utilization at the time of the request.

Procedure:

Retirees 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. Retiree privileges are valid for one year and may be extended upon request. Once registered, retirees must present a Duquesne ID to borrow materials.

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Responsible for policy: Operations Committee

Issuing department or division: Information Services

Supersedes: N/A

Filename:

Forms and forms location: Kept at circulation Desk