

**Gumberg Library
Duquesne University**

Silverman Center Materials Circulation

Policy:

With the permission of the Director of the Silverman Center, the following users may check out Center materials:

- Duquesne University faculty and graduate students
- Special users: visiting faculty and scholars from other institutions of higher learning and Duquesne University alumni. Special Users and Alumni are required to register for borrowing privileges at the Circulation Desk prior to checking out materials.

Borrowing Terms:

- Duquesne University faculty and graduate students may check out ten items per visit, with the total number of materials borrowed being included in total item limit. Circulation period is two weeks, with the option for one renewal.
- Special Users may check out a total of five items for two weeks with no option for renewal.
- Users may make prior arrangements with Center personnel to check out designated materials. These items will be available “on hold” at the Circulation Desk.

Exceptions:

- Brittle, rare and archival materials may not circulate.
- Materials may not circulate with the Silverman Center is closed.

Procedure:

- Silverman Center or University Archives personnel will determine borrower eligibility and complete a permission form that will be affixed to the top item for check-out. Each form must bear the signature of the Silverman Center Director.
- All materials must be checked out at the Circulation Desk.
- Requests made to Reference librarians or Circulation staff to check out Silverman Center materials when the Center is closed will be processed during the next day of service. Requests may be made by voice mail to 412-396-6038; email: phenomenology@duq.edu; or askRef (Docutek VRL software).

Date issued: January 10, 2007

Responsible for policy: Operations Committee

Issuing department or division: Silverman Center and Circulation

Supersedes: Phenomenology Center Circulation Policy, 09/1996

Filename:

Forms and forms locations: