



ROBERTS
WESLEYAN COLLEGE



NORTHEASTERN
SEMINARY

Golisano Library

Borrower Policy

Eligible Borrowers

- Roberts Wesleyan College and Northeastern Seminary Students, Faculty, and Staff
- Alumni/Community Library Cardholders
 - Affiliates:
 - Local Alumni
 - Roberts Wesleyan College/Northeastern Seminary Associates (Spouses & Children of Employees, Emeriti, Trustees, Fellows, College Greene residents, Volunteers, Roberts Circle members)
 - Pearce Church Staff
 - Local Ministers
 - Access Card Holders (RRLC)
 - Affiliated Students (ELIM, CCCU, Providence University of Haiti, Local high school students in a Golisano Library Instruction course)
 - Non-Affiliates:
 - Community Members (Monroe County Only)
 - Area Students (Not affiliated with a College/Seminary Program - must be 15+ years old)

Alumni/Community Library Cardholders

- Affiliates (listed above) may obtain a library card free of charge. There is a \$25 per year charge for Non-Affiliates. Both groups may [apply online](#) and pick up their library card at the Resource Desk by showing photo ID.
- Several limitations apply to Alumni/Community Library Cardholders:
 - Library cards must be renewed yearly by contacting the Resource Desk at ResourceDesk@Roberts.edu or 585-594-6949.
 - Electronic resources can be accessed only on Golisano Library computers.
 - Printing is available at the Resource Desk for 25¢ per page. The fee for black and white printing is waived for Alumni. Color printing of up to 10 pages is available for 25¢ per page for all patrons.
 - When the library is closed, the 24 Hour Area is open only to current students and employees.
 - Interlibrary Loan is available only for emeriti faculty.

Borrower Confidentiality

New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records relating to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Loan Periods and Policies

	Circulating Books*	Multimedia (DVDs, CDs, etc.)	Reserves	Equipment (Headphones, Power Strips, etc.)	Graduate Study Room Keys	Interlibrary Loans (ILL)
Undergraduate Students	<ul style="list-style-type: none"> • 30-day loan • 1 renewal (60 days total) 	<ul style="list-style-type: none"> • 7-day loan • 1 renewal (14 days total) 	<ul style="list-style-type: none"> • Loan periods vary: 2-hour to 3-day loan • No holds or renewals • \$1/hour overdue fee 	<ul style="list-style-type: none"> • 1-day loan • No renewals • \$1/day overdue fee 	N/A	Policies vary by lending library
Graduate Students	<ul style="list-style-type: none"> • 120-day loan • 1 renewal (240 days total) 	<ul style="list-style-type: none"> • 7-day loan • 1 renewal (14 days total) 	<ul style="list-style-type: none"> • Loan periods vary: 2-hour to 3-day loan • No holds or renewals • \$1/hour overdue fee 	<ul style="list-style-type: none"> • 1-day loan • No renewals • \$1/day overdue fee 	<ul style="list-style-type: none"> • 1-day loan • No renewals • \$1/day overdue fee 	Policies vary by lending library
Doctoral Students	<ul style="list-style-type: none"> • 180-day loan • 1 renewal (360 days total) 	<ul style="list-style-type: none"> • 7-day loan • 1 renewal (14 days total) 	<ul style="list-style-type: none"> • Loan periods vary: 2-hour to 3-day loan • No holds or renewals • \$1/hour overdue fee 	<ul style="list-style-type: none"> • 1-day loan • No renewals • \$1/day overdue fee 	<ul style="list-style-type: none"> • 1-day loan • No renewals • \$1/day overdue fee 	Policies vary by lending library
Faculty & Staff	<ul style="list-style-type: none"> • 180-day loan • 1 renewal (360 days total) 	<ul style="list-style-type: none"> • 7-day loan • 1 renewal (14 days total) 	N/A	<ul style="list-style-type: none"> • 1-day loan • No renewals • No overdue fees 	N/A	Policies vary by lending library
Alumni, Community & RRLC Access Card Holders	<ul style="list-style-type: none"> • 30-day loan • 1 renewal (60 days total) 	<ul style="list-style-type: none"> • 7-day loan • 1 renewal (14 days total) 	N/A	<ul style="list-style-type: none"> • 1-day loan • No renewals • \$1/day overdue fee • (Includes computer Guest Passes) 	N/A	N/A Please ask your local public library for information about their ILL service.

* Books in the Leisure Reading Collection are loaned to all patron types by the policy for Undergraduate Students – Circulating Books.

Renewing Library Materials

Renewal periods vary by patron status and item type. Refer to the chart above for detailed information. To renew Golisano Library books online, [Log In](#) to your account. One online renewal is allowed, and the new due date will show in your account. You may also contact the Resource Desk for renewals at ResourceDesk@Roberts.edu or 585-594-6949.

Reserve materials and items on hold for another patron cannot be renewed.

Renewals for Interlibrary Loan materials may be requested through ILLiad and vary in length by the discretion of the lending library.

In Library Use Only

All periodicals, microforms, Reference Books, and Archives materials are non-circulating. Student and community patrons may use these items in the library only.

Most Reserves materials and some Interlibrary Loan items must be used in the library only. Equipment and Graduate Study Room Keys should not be removed from the building.

Interlibrary Loan (ILL)

Interlibrary Loan is a service provided to current Students, Staff, Faculty, and Emeriti Faculty that is used to request materials owned by other libraries.

Please see our Interlibrary Loan Borrowing Policy or [ILL web page](#) for more information.

Course Reserves

Loan periods for materials on physical course reserve are set by the instructor. Most items are available for a 2 hour – in library only – loan. Because of the high-demand nature of reserve materials, they are available on a first come, first served basis and may not be placed on hold or renewed.

Holds and Recalls

Patrons may place holds on items that are checked out or items that they would like to be available for pickup at the Resource Desk. To do so, please contact the Resource Desk or use the E-mail link in the online Library Catalog. Please include your name in the Subject of the email so that we know who to place the book on hold for.

You will be notified via email when the item(s) is available. Holds expire in 7 days unless requested for longer.

Golisano Library does not allow patrons to recall books that are checked out to other patrons. If a book is unavailable and you need it as soon as possible, you may request it through Interlibrary Loan. Occasionally, the library may need to recall an item for use as a course Reserve loan. Patrons will be contacted via email and are expected to promptly comply with the request to return the item.

Overdue and Lost Items

- Overdue fee rates vary by item type and are listed in the chart above. The maximum overdue fee charged for any individual item to any patron is \$5.00.
- An item is considered Lost if it has not been returned 50 days after the due date.
- When an item is marked Lost, two fees are applied: a \$45.00 standard replacement fee and a \$5.00 standard processing fee. The replacement and processing fees are forgiven if the item is returned.
- Patron Golisano Library accounts are blocked when total fees reach \$10.00.
- If your fines reach or exceed \$50.00, a hold will be placed on your student account. You will not be able to request a transcript or register for classes until your fines are paid in full or the item(s) are returned.
- Fines can be [paid online](#) with a credit card or at the Resource Desk by cash or check. Checks should be written payable to Roberts Wesleyan College.

Overdue Notices

Courtesy (reminder) and overdue notices are sent via email for Golisano Library books, multimedia, and Interlibrary Loan items. One courtesy notice is sent 5 days before the item(s) is due, and three overdue notices are sent at the following intervals: 1 day overdue, 7 days overdue, and 14 days overdue. Notices for current students, faculty, and staff are sent to their official Roberts Wesleyan College or Northeastern Seminary email addresses. Alumni/Community Patrons who wish to receive notices must supply the library with a current email address. Non-receipt of these messages does not excuse patrons from fees or replacement costs.

Fine Appeals

To submit a fine appeal, please use the [form on the Library website](#).

Patrons' Responsibilities

- Patrons must present their student/staff ID card or Golisano Library card when checking out materials.
- Patrons are responsible for returning or renewing their library materials on time.
- Patrons are responsible for payment of all fines and fees.
- Patrons are responsible for maintaining their email accounts to ensure the receipt of courtesy and overdue notices.
- Patrons are responsible for returning their materials in good condition and will pay for the repair or replacement of lost/damaged materials.

Contact Us

If you have any questions about your library account, please contact the Resource Desk by email resourcedesk@roberts.edu or phone 585-594-6949.