

# ALUMNI CIRCULATION POLICY

**Louis L. Manderino Library**  
California University of PA  
California, PA

**PLEASE NOTE** – The library also has a General Circulation Policy.

## **OBTAINING A CALCARD:**

- As of July 30, 2012, there is no cost for the issuance of a CalCard to alumni.
- Verification with a driver's license or another form of identification is required.
- The application process takes place at the Circulation Desk in the Louis L. Manderino Library.
- The actual card is issued at the Information Desk in the Natali Student Center.
- A \$20.00 replacement fee will be charged by the CalCard Office for lost CalCards.

## **MAXIMUM NUMBER OF CHARGES:**

- Total number of items in any format cannot exceed ten (10).

## **LOAN PERIOD**

- **Books** – 7 days or 21 days.
- **DVDs, Blu-ray, VHS tapes** – 7 days.
- The cardholder is responsible for all materials borrowed and is subject to established overdue fees and replacement costs. Please see the General Circulation Policy.
- Borrowers with excessive or desperately needed overdue materials will receive a letter from the Dean of Library Services requesting the prompt return of all library materials.

## **RECALLS**

- Borrowers may not request an item to be recalled.

## **RENEWALS**

- Books and non-book material(s) may be renewed once online.
- Books and non-book material(s) must be physically returned to the library for up to two (2) additional renewal periods.
- Books and non-book materials cannot be renewed if there is a "hold" request for the items, or if the items are needed for the Reserve Department.
- Equipment and theme kits cannot be renewed.

**RESTRICTIONS:** Alumni patrons do **not** have access to the following resources and services:

- Remote access to electronic resources, such as e-books, e-journals or databases.
- Camcorders or notebook computers
- Interlibrary Loan or E-ZBorrow

Use of the library through these alumni cards may be limited for any reason if the usage compromises the service the library provides to the University.

Revised: August 14, 2012.