

Wellehan Library Borrowing Privileges for Immediate Family Members of Saint Joseph's College Faculty and Staff

The collections of the Wellehan Library are intended primarily to support the students, faculty, and staff of Saint Joseph's College; however, immediate, adult family members of College faculty and staff may request free Wellehan Library courtesy cards. "Immediate, adult family members" are defined as spouses and children age 18 or over who reside at the same address as the SJC faculty or staff member.

Courtesy cards are valid for one year. The library should be notified immediately if a card is lost. Expired and lost cards require a new application.

Borrowing Privileges

Courtesy card holders may check out circulating items from the Wellehan Library collection, including books and non-print media. A maximum of five items may be checked out at a time.

Checking Out Items

To check out items from the Wellehan Library patrons must present their courtesy cards to library staff at the circulation desk. Items cannot be checked out without a card. Due dates are stamped on all materials. Patrons are responsible for knowing the due dates and returning the items by the designated time.

Loan Periods

Books may be checked out for 21 days; non-print media (videocassettes, DVDs, and CDs) for 7 days.

Returning Items

Borrowed items must be returned during regular business hours. An interior book drop slot is located just beyond the security gate in the side of the circulation desk.

Renewing

As a general rule, books may be renewed once for an additional 21 days and non-print media may be renewed once for an additional seven days. A renewal will not be granted if there is a hold on the item (another patron is waiting for it) or if an item checked out has reached the billed stage.

To renew items

- online, go to the Wellehan Library home page (<http://www.sjcme.edu/library>), and click the MINERVA link. At the bottom of the MINERVA window, click the Patron Record icon. Enter your name and library barcode number, and then click Submit. Click the link that lists the number of items checked out. Choose the items to renew by clicking in the small white box to the left of the title, and then click the RENEW SELECTED ITEMS button.
- by telephone, please call the library at 893-7725 during regular business hours.
- in person, please present your library card to the staff member at the circulation desk.

Overdue, Lost, and Damaged Items

The individual named on the courtesy card is responsible for all items borrowed with the card and for any charges incurred.

Restrictions

Due to vendor licensing agreements, remote access to library subscription databases is only available to current students, faculty, and staff. However, courtesy card holders may use these resources in-house from the library's computers. Also, please note that all Maine residents have free access (from home, work, etc.) to quality online resources through MARVEL: Maine's Virtual Library - <http://www.maine.gov/marvel> .

Wellehan Library's interlibrary loan services may be used by Saint Joseph's College students, faculty, and staff only. Courtesy card patrons will need to use their local public libraries for interlibrary loan.

**Wellehan Library Courtesy Card Request Form
for an Immediate Family Member of an SJC Faculty/Staff Member**

Today's Date: _____

Name: _____ Date of Birth: _____

Mailing Address: _____

Telephone: _____ Email: _____
(Automated due date reminder and overdue notices are sent to the email address provided.)

By signing this form, I accept financial responsibility for all materials checked out on the library card I am issued and for all fines and fees incurred in the use of the card. I certify that all information given is accurate and true to the best of my knowledge. I agree to give prompt notice to the library of any change in my contact information and to abide by the rules and policies of the Wellehan Library.

Signature: _____

I confirm this courtesy card applicant is a member of my immediate family, is age 18 or over, and resides at the same address as I do.

Name of SJC Faculty/Staff Member (Please print): _____

Signature: _____

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