



State University of New York

Circulation Services
B.U. Faculty, Students and Staff

LIBRARIES

The Circulation Department staff provide services to the University community for circulating, retrieving, and maintaining the Library's book, journal, and microform collections. The Library system operates with an open stack policy, which facilitates browsing for all patrons.

This guide answers the most commonly asked questions concerning Circulation Services. Additional information regarding circulation services can be found at <http://library.lib.binghamton.edu/webdocs/circ.html>.

HOW MANY BOOKS CAN I BORROW?

On presentation of a validated Binghamton University I.D. card, the following privileges are extended:

Faculty and Professional Staff: Limit of 100 items at any one time. Books, microforms, and government documents may be borrowed with a June due date. Bound periodicals may be circulated for three days; current periodicals are due a 5 p.m. the day borrowed.

PhD Students: Limit of 100 items at any one time. Books, microforms, and government documents may be borrowed with a June due date. Ph.D. students who have passed Ph.D. qualifying examinations and have an ID card identifying them as "ABD" may borrow bound periodicals for a three-day loan period; current periodicals are available for in-library use.

Graduate Students: Limit of 100 items at any one time. Books, microforms, and government documents may be borrowed for an eight-week loan period. Bound and current periodicals are available for in-library use.

Undergraduate Students: Limit of 50 items at any one time. Books, microforms, and government documents may be borrowed for a four-week loan period. Bound and current periodicals are available for in-library use.

WHAT IF I CAN'T FIND A BOOK ON THE SHELVES?

Placing a Search: If the book is not checked out and you cannot find it on the shelf, you may request a search. You may check at the Circulation Desk after 5 p.m. on the next weekday for the results of your search. If the book is found, it will be held for you at the Circulation Desk for one week. Notification of your search results will be sent to your Binghamton email address.

WHAT IF THE BOOK I NEED IS CHECKED OUT?

Placing a recall/hold: If the book is checked out, you may request a “Recall” in which case the borrower will be sent notification to return the book at an earlier date. When the book is available, an email will be sent to your Binghamton email address. Books will be held for you for one week.

WHAT IF I NEED A BOOK FROM THE LIBRARY ANNEX?

Paging an Item from Annex: If a book is housed in the Library Annex @ Conklin, it will be designated as “Storage Stacks – Place A Request” in the Library Catalog. Annex materials will be paged from the facility daily Monday-Friday.

Requests received by 8:00 am will be available by noon the same day (M-F only). The facility is closed on weekends. Materials are delivered to the designated Circulation Desk and held for **one week**. Patrons will be notified only if the requested material cannot be located.

WHAT IF I RETURN A BOOK LATE?

A fine structure is enforced to assure all patrons maximum access to Library materials. Repeated, flagrant violations will be considered cause for suspension of borrowing privileges.

Overdue books: \$.10 per day per book to a maximum of \$10 per item.

Recall fines: \$1 per day per book to a maximum of \$15 per item.

Reserve fines: 1-hour & 2-hour loans: \$.02/minute
1-day, 2-day & 1-week loans: \$3/day

FINES ACCRUE WHEN THE LIBRARY IS CLOSED.

Overdue Interlibrary Loan books: \$1 per day beginning on the 5th day after the item is due.

HOW CAN I PHOTOCOPY AN ARTICLE?

There are photocopiers available in the Main Library (all four floors), Fine Arts Collection and in the Science Library. Also, you can make prints from the microfilm/fiche machines located on the 3rd floor, Government Documents, and Science Library. If you have money on your BUC\$ account, you can use your ID card to make the photocopies. Copies are \$.08 each print. Coin-operated photocopiers are also available.

FORMS

Forms for searches and recalls are available at the Bartle and Science Circulation and Reference desks. Recalls and Paging Requests can also be completed by signing into to InfoLink, the Library Catalog. The Paging Request form can also be found at under “Contact Us/Request Forms” at <http://library.lib.binghamton.edu/forms/index.html>.