

# CIRCULATION POLICIES

## Book Loan Periods

Undergraduate Students:	21 Days
Graduate Students:	120 Days
Faculty:	120 Days
SLU Staff:	120 Days
Courtesy Borrower:	21 Days
MERLIN Loaned Books:	
Undergraduate:	28 Days
Graduate/Staff/Faculty:	120 Days
MOBIUS Loaned Books:	28 Days

## Renewals

Books may be renewed 7 days before the due date if not held by another patron.

MOBIUS books may only be renewed twice.

## Holds

Books in the SLU/MOBIUS system can be placed on hold online by the requestor or at the Circulation Desk. When the book is received at Pius Library, the requestor will be notified to pick up the book at the Circulation Desk.

## Searching Books

If an item cannot be located in the general collection, a patron may fill out a search card at the Circulation Desk. When the item is found the patron will be contacted via their SLU email. If the item is not found after being searched three times, Circulation staff will automatically request the item from another MOBIUS library. If this option isn't available, the patron will be notified and Circulation staff will help the patron request the item through ILLiad Interlibrary Loan service when needed.

# CIRCULATION POLICIES

## (CONTINUED) Overdue Books

Multiple overdue reminders and notices for SLU Pius, MCL and Law Library are sent to patrons. After 30 days, overdue books are considered lost, and the borrowing patron will be billed with a lost book fee of \$120.

Media and reserve items are subject to separate overdue and billing policies.

Multiple overdue notices for MOBIUS loaned books are sent to patrons. After 28 days overdue, books are considered lost, and the borrowing patron will be billed with a lost book fee of \$100 plus a \$20 billing/processing fee.

Failure to receive a notice does not exempt a borrower from the responsibility to return books on time and is not grounds for the cancellation of fines.

Billed books and fine totals exceeding \$50 will result in a loss of borrowing privileges, registration holds, and transcript holds.

If material is returned in a damaged condition, the library will bill the borrower \$120 for replacement cost. Examples of damage can include writing or highlighting, food spills, water damage, Post-It note usage, folding pages, tearing or removing pages, excessive heat or sunlight on media materials.

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If you have any questions, e-mail Circulation at [piuscirc@slu.edu](mailto:piuscirc@slu.edu), call (314)977-3087, or visit the Circulation Desk and ask to speak with a full-time staff member.

# PIUS XII MEMORIAL LIBRARY

AT SAINT LOUIS UNIVERSITY

BUILDING HOURS  
FALL 2016 - SPRING 2017

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SAINT LOUIS  
UNIVERSITY™

— EST. 1818 —

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3650 LINDELL BOULEVARD  
ST. LOUIS, MO 63108

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<http://lib.slu.edu/>

# FALL 2016

AUGUST 22 DECEMBER 13

## Building Hours (August 22–September 17)

Sunday	10am–2am
Monday-Thursday	7:30am-2am
Friday	7:30am-9pm
Saturday	10am-6pm

## Building Hours (September 18-December 13)

Sunday	Open at 10am
Monday-Thursday	24 hours
Friday	Close at 9pm
Saturday	10am-6pm

## Labor Day

Sunday, September 4	10am-6pm
Monday, September 5 (Official University Holiday)	Noon-9pm

## Midterm Exams

Sunday, October	Open at 10am
Monday-Thursday, October 10-13	24 hours
Friday, October 14	Close at 9pm
Saturday, October 15	10am-6pm

## Fall Break

Sunday, October 16	10am-6pm
Monday, October 17	7:30am-6pm
Tuesday, October 18	Open at 7:30am

## Thanksgiving

Wednesday, November 23 (Official University Holiday)	Close at noon
Thursday, November 24 (Official University Holiday)	Closed
Friday, November 25 (Official University Holiday)	Closed
Saturday, November 26	Closed
Sunday, November 27	Open at 10am

## Final Exams

Saturday, December 3	10am-9pm
Sunday, December 4	Open at 10am
Monday-Thursday, December 5-8	24 hours
Friday, December 9	Close at 9pm
Saturday, December 10	10am-9pm
Sunday, December 11	Open at 10am
Monday, December 12	24 hours
Tuesday, December 13	Close at 6pm

# WINTER RECESS

DECEMBER 14- JANUARY 16

## Building Hours

Sunday	Closed
Monday-Friday	7:30am-6pm
Saturday	10am-6pm

## Christmas & New Year's

Friday- December 23 (Official University Holiday)	Closed
Saturday-Sunday, December 24-25	Closed
Monday-Friday, December 26-30 (Official University Holidays)	Closed
Saturday, December 31	Closed
Sunday, January 1	Closed
Monday, January 2 (Official University Holiday)	Closed

## Martin Luther King Day

Monday, January 16	10am-6pm
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## IMPORTANT INFORMATION

**Library Hours 977-3580**

**Circulation Desk 977-3087**  
**E-Mail piuscirc@slu.edu**

**Interlibrary Loan 977-3104**  
**E-Mail piusill@slu.edu**

**Reserves and Electronic Reserves 977-3585**

**Information Desk 977-3103**  
**E-Mail piusref@slu.edu**

**Library Hours Online**  
**<http://lib.slu.edu/hours>**

# SPRING 2017

JANUARY 17—MAY 16

## Building Hours (January 17–January 28)

Sunday	10am–2am
Monday-Thursday	7:30am-2am
Friday	7:30am-9pm
Saturday	10am-6pm

## Building Hours (January 29-May 16)

Sunday	Open at 10am
Monday-Thursday	24 hours
Friday	Close at 9pm
Saturday	10am-6pm

## Midterm Exams

Sunday, March 5	Open at 10am
Monday-Thursday, March 6 -March 9	24 hours
Friday, March 10	Close at 6pm
Saturday, March 11	10am-6pm

## Spring Break

Sunday, March 12	Closed
Monday-Friday, March 13-17	7:30am-6pm
Saturday, March 18	10am-6pm
Sunday, March 19	Open at 10am

## Easter

Wednesday, April 12	Close at 9pm
Holy Thursday, April 13	7:30am-6pm
Good Friday, April 14 (Official University Holiday)	10am-6pm
Holy Saturday, April 15	10am-6pm
Easter Sunday, April 16	Closed
Easter Monday, April 17	Open at 7:30am

## Final Exams

Saturday, May 6	10am-9pm
Sunday, May 7	Open at 10am
Monday-Thursday, May 8-11	24 hours
Friday, May 12	Close at 9pm
Saturday, May 13	10am-9pm
Sunday, May 14	Open at 10am
Monday, May 15	24 hours
Tuesday, May 16	Close at 6pm