

# 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:	21 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 & Fines

Overdue Notices for SLU Pius, MCL and Law Library are sent when books are 5 and 15 days overdue. After 30 days overdue books are considered lost, and the borrowing patron will be billed with a lost book fee of \$115 plus a non-refundable \$5 billing/processing fee.

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

Overdue notices for MOBIUS loaned books are sent when books are 5 and 30 days overdue. After 31 days overdue books are considered lost, and the borrowing patron will be billed with a lost book fee of \$100 plus a nonrefundable \$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 and a \$15 processing fee. 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, email 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 2017–SPRING 2018

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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 2017

AUGUST 28–DECEMBER 19

## Building Hours (August 28–September 23)

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

## Building Hours (September 24–December 13)

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

## Labor Day

Sunday, September 3	10am–6pm
Monday, September 4 (Official University Holiday)	Closed

## Midterm Exams

Saturday, October 14	10am–9pm
Sunday, October 15	Open at 10am
Monday–Thursday, October 16–19	24 hours
Friday, October 20	Close at 9pm
Saturday, October 21	10am–6pm

## Fall Break

Sunday, October 22	10am–6pm
Monday, October 23	7:30am–6pm
Tuesday, October 24	Open at 7:30am

## Thanksgiving

Tuesday, November 21	7:30am–9pm
Wednesday, November 22	7:30am–6pm
Thursday, November 23 (Official University Holiday)	Closed
Friday, November 24 (Official University Holiday)	Closed
Saturday, November 25	Closed
Sunday, November 26	Open at 10am

## Final Exams

Saturday, December 9	10am–9pm
Sunday, December 10	Open at 10am
Monday–Thursday, December 11–14	24 hours
Friday, December 15	Close at 9pm
Saturday, December 16	10am–9pm
Sunday, December 17	Open at 10am
Monday, December 18	24 hours
Tuesday, December 19	Close at 6pm

# WINTER RECESS

DECEMBER 20–JANUARY 15

## Building Hours

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

## Christmas & New Year's

Saturday–Sunday, December 23–24	Closed
Monday–Saturday, December 25–29 (Official University Holiday)	Closed
Saturday, December 30	Closed
Sunday, December 31	Closed
Monday, January 1 (Official University Holiday)	Closed

## Martin Luther King Day

Monday, January 15 (Official University Holiday)	10am–6pm
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## IMPORTANT INFORMATION

**Library Hours** 314-977-3580

**ASK SLU Circ Desk** 314-977-3087  
**Email** piuscirc@slu.edu

**Interlibrary Loan** 314-977-3104  
**Email** piusill@slu.edu

**Reserves and Electronic Reserves** 314-977-3585  
**eres@slu.edu**

**ASK SLU ATC Desk** 314-977-3103  
**Email** piusref@slu.edu

## Library Hours Online

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

# SPRING 2018

JANUARY 16–MAY 15

## Building Hours (January 16–February 17)

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

## Building Hours (February 18–May 15)

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

## Midterm Exams

Saturday, March 3	10am–9pm
Sunday, March 4	Open at 10am
Monday–Thursday, March 5–8	24 hours
Friday, March 9	Close at 9pm
Saturday, March 10	10am–6pm

## Spring Break

Sunday, March 11	Closed
Monday–Friday, March 12–16	7:30am–6pm
Saturday, March 17	10am–6pm
Sunday, March 18	Open at 10am

## Easter

Wednesday, March 28	Close at 9pm
Holy Thursday, March 29	7:30am–6pm
Good Friday, March 30 (Official University Holiday)	Closed
Holy Saturday, March 31	Closed
Easter Sunday, April 1	Closed
Easter Monday, April 2	Open at 7:30am

## Final Exams

Saturday, May 5	10am–9pm
Sunday, May 6	Open at 10am
Monday–Thursday, May 7–10	24 hours
Friday, May 11	Close at 9pm
Saturday, May 12	10am–9pm
Sunday, May 13	Open at 10am
Monday, May 14	24 hours
Tuesday, May 15	Close at 6pm