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 Patron Services Desk. When the book is received at Pius Library, the requestor will be notified to pick up the book at the Patron Services Desk.

Searching Books
If an item cannot be located in the general collection, a patron may fill out a search card at the Patron Services 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, Patron Services staff will automatically request the item from another MOBIUS library. If this option isn’t available, the patron will be notified and Patron Services 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 10 days overdue. 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.

Overdue notices for MOBIUS loaned books are sent when books are 7 and 14 days overdue. After 28 days overdue books are considered lost and the borrowing patron will be billed with a lost book fee of $120.

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 $100 for replacement cost and a $20 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.

If you have any questions, email Patron Services at piuscirc@slu.edu, call 314-977-3087, or visit the Patron Services Desk and ask to speak with a full-time staff member.