

# 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:	21 Days

## Renewals

Books may be renewed 7 days before the due date if not requested 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 books 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 books 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 21 days overdue. After 28 days overdue books are considered lost, and the borrowing patron will be billed with a lost book fee of \$100 plus a non-refundable \$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 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 high-lighting, 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 Information/  
Patron Services [piuscirc@slu.edu](mailto:piuscirc@slu.edu), call  
(314)977-3087, or visit the service desk and  
ask to speak with a full-time staff member.

# PIUS XII MEMORIAL LIBRARY

AT SAINT LOUIS UNIVERSITY

BUILDING HOURS  
SUMMER 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/>

# SUMMER 2018

MAY 16 - AUGUST 26

## INTERSESSION - MAY 16 - MAY 20

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

## SUMMER - MAY 21 - AUGUST 10

### Regular Hours

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

### Memorial Day

Friday, May 25	7:30am – 6pm
Saturday, May 26	Closed
Sunday, May 27	Closed
Monday, May 28 (Official University Holiday)	Closed

### Fourth of July

Wednesday, July 4 (Official University Holiday)	Closed
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## INTERSESSION - AUGUST 11 - 25

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

### August 26

Sunday, August 26	10am – 6pm
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## IMPORTANT INFORMATION

Library Hours 314- 977-3580

Patron Services Desk 314-977-3087  
E-Mail [piuscirc@slu.edu](mailto:piuscirc@slu.edu)

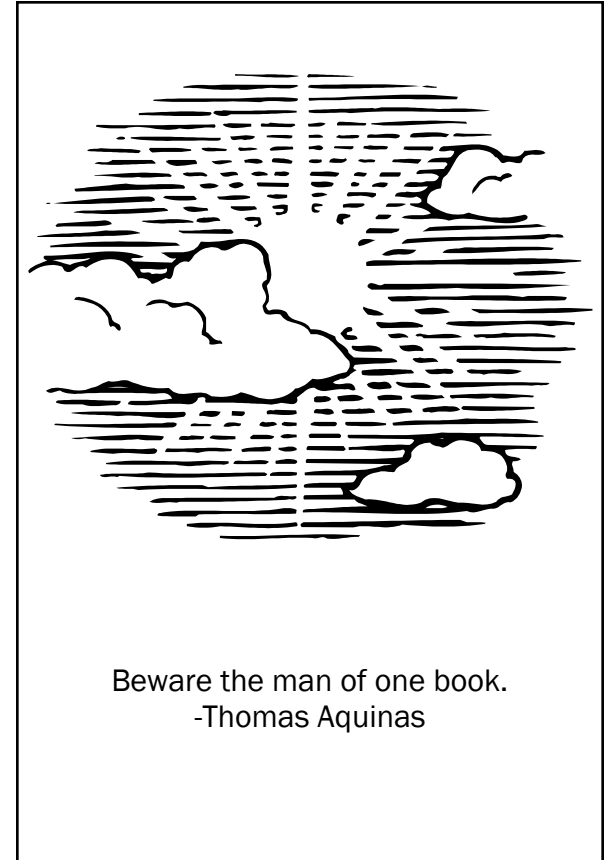
Interlibrary Loan 314-977-3104  
E-Mail [piusill@slu.edu](mailto:piusill@slu.edu)

Reserves and  
Electronic Reserves 314-977-3585  
E-Mail [eres.slu.edu](mailto:eres.slu.edu)

ATC askSLU Desk 314-977-3103

E-Mail [piusref@slu.edu](mailto:piusref@slu.edu)

Library Web Site  
<http://lib.slu.edu/>



Beware the man of one book.  
-Thomas Aquinas