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 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 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, 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.

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.
**SUMMER 2019**

**MAY 15 – AUGUST 25**

**INTERSESSION: MAY 15 – MAY 19**

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

**SUMMER: MAY 20 – AUGUST 9**

Regular Hours

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

**Memorial Day**

Friday, May 24: 7:30am – 6pm  
Saturday, May 25: Closed  
Sunday, May 26: Closed  
Monday, May 27: Closed (Official University Holiday)

**Fourth of July**

Wednesday, July 3: Closes at 6pm  
Thursday, July 4: Closed (Official University Holiday)

**INTERSESSION: AUGUST 10–25**

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

**August 25**

Sunday, August 25: 10am – 6pm

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**IMPORTANT INFORMATION**

**Library Hours** 314-977-3580

**Patron Services Desk** 314-977-3087  
**E-Mail** piuscirc@slu.edu

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

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

**ATC AskSLU Desk** 314-977-3103  
**E-Mail** piusref@slu.edu

**Library Web Site** [http://lib.slu.edu/](http://lib.slu.edu/)

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*Beware the man of one book.*  
– Thomas Aquinas