Your ESF or SU ID card serves as your library card. A courtesy card may also be issued to guest borrowers (i.e., non ESF/SU students, faculty, or staff) upon presentation of acceptable ID.

Moon Library loans materials as follows:

**Semester Loan:**
- Books
- Theses
- Environmental Impact Statements (EIS)

Semester Loans may be recalled after three weeks if needed by another library patron. If a recalled book is not returned, it is considered overdue and fines are charged. There is no grace period for recalled items. Any book may be recalled immediately if needed for course reserve.

**14 Day Loan:**
- Bound Periodicals, Topographic Maps, Videotapes, and DVD Collections

**In Library Use Only:**
- Reserve Items – Two Hour Loan Period Only
- Current Periodicals
- Reference Books
- Bibl. Books (indexes and abstracts)
- Atlases
- Archives, Special

Please renew ESF items through the library’s online catalog. You may also bring ESF library materials to Moon Library to renew. Library items may not be renewed more than five times online, or kept longer than 2 years. If you wish to keep library material beyond the five time renewal limit, please bring the items to the library they were originally checked out from to renew. ESF library material may not be returned or renewed at SU library service desks and SU library material may not be returned or renewed at Moon Library’s service desk.

Overdue notices generated by the automated circulation system are sent as a courtesy; failure to receive an overdue notice does not exempt you from overdue charges. Charges are $.25 per day per semester loan item, unless the item is returned during the 4-day “grace” period immediately following the due date. If the grace period is exceeded, the fine is calculated from the actual due date. The grace period is for semester loan items only. The maximum fine for a semester loan item is $20 per item. ESF Library fines/fees may be paid at Moon Library. Other overdue charges with **NO** grace period are:

<table>
<thead>
<tr>
<th>Loan type</th>
<th>Overdue Charges</th>
<th>Maximum fine per item</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-day loans</td>
<td>$.25 per day</td>
<td>$20</td>
</tr>
<tr>
<td>Recalled books</td>
<td>$1.00 per day</td>
<td>$30</td>
</tr>
<tr>
<td>2-hr loan reserve material</td>
<td>$1.00 per <strong>HOUR</strong></td>
<td>$50</td>
</tr>
<tr>
<td>Interlibrary loan items</td>
<td>$1.00 per day</td>
<td>$30</td>
</tr>
</tbody>
</table>
Persons who have failed to meet their obligations to the college library will be denied library privileges. Grades, registration, transcripts and diploma may be withheld for serious offenders.

Lost ESF Books- When a Semester Loan item is 40 days overdue, it is assumed lost and the borrower is charged a $100 lost item replacement fee, or the actual cost of the item, plus a $20 lost item processing fee and a $20 overdue fine. Please note: 2-Hour Reserve items are considered lost if they are not returned by the end of the day in which they were checked out. If a lost item is subsequently returned before a replacement copy has been purchased, the replacement fee is forgiven, but the lost item processing fee/overdue fine is still payable.

For further information please contact Nan Clark at 470-6726 or nfclark@esf.edu.

For information regarding SU borrowing policies please call:

- Bird Library 443-2415
- Sci/Tech Library 443-2160
- Law Library 443-1708

LIBRARY MATERIALS: PLEASE HANDLE WITH CARE

Library users are encouraged to exercise care when using the library collection. By following these simple guidelines, the lifespan of the library materials will be extended:

1. Books should be removed carefully from the shelf without pulling them at the top of the spine.

2. You should not eat or drink when using library materials. Not only may this damage books, but it also attracts book loving bugs and rodents.

3. Photocopy library books carefully and only when necessary. Both the light on the pages and the pressure exerted on the spine when pressed flat are unhealthy for books.

4. You should not underline or write in books. The ink may be acidic and damage the book (and it annoys other users).

5. Use flat bookmarks. Bending pages weakens the paper; pens or other such objects can damage the spine of the book when the book is closed. The use of paper clips may also damage pages.

6. Protect library materials from rain and snow by putting your library books in a bag. The library has a supply of plastic bags for this purpose.

7. Handle fragile materials with special care. Please bring any book in poor condition to the Main Desk so that it may be repaired.

Updated HW 01/16