CIRCULATION POLICIES

Book Loan Periods

<table>
<thead>
<tr>
<th>Category</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Students</td>
<td>21 Days</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>120 Days</td>
</tr>
<tr>
<td>Faculty</td>
<td>120 Days</td>
</tr>
<tr>
<td>SLU Staff</td>
<td>120 Days</td>
</tr>
<tr>
<td>Courtesy Borrower</td>
<td>21 Days</td>
</tr>
<tr>
<td>MERLIN Loaned Books</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>21 Days</td>
</tr>
<tr>
<td>Graduate/Staff/Faculty</td>
<td>120 Days</td>
</tr>
<tr>
<td>MOBIUS Loaned Books</td>
<td>28 Days</td>
</tr>
</tbody>
</table>

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 $120.

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 $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 $120 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 Circulation at piuscirc@slu.edu, call 314-977-3087, or visit the Circulation Desk and ask to speak with a full-time staff member.
SPRING 2021
JANUARY 4 – MAY 18
ALL HOURS SUBJECT TO CHANGE

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

All Hours Subject to Change—Please check the library website

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

WINTER RECESS
JANUARY 4 – JANUARY 26

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

Martin Luther King Day
Monday, January 18 Closed
(Official University Holiday)

REGULAR HOURS
JANUARY 27 – MAY 10

Sunday 10am–12am
Monday–Thursday 7:30am–12am
Friday 7:30am–6pm
Saturday 10am–6pm

MIDTERM EXAMS
Saturday, March 13 10am–9pm
Sunday, March 14 10am–2am
Monday–Thursday, March 15–18 7:30am–2am
Friday, March 19 7:30am–6pm
Saturday, March 20 10am–6pm

EASTER
Thursday, April 1 7:30am–12am
Friday, April 2 (University Holiday) CLOSED
Saturday, April 3 CLOSED
Sunday, April 4 CLOSED

STUDY DAY AND FINAL EXAMS
MAY 11 – MAY 18

Tuesday–Thursday, May 11–13 7:30am–2am
Friday, May 14 7:30am–9pm
Saturday, May 15 10am–9pm
Sunday, May 16 10am–2am
Monday, May 17 7:30am–2am
Tuesday, May 18 7:30am–6pm

Beware the man of one book.
-Thomas Aquinas