

GUEST PATRON CIRCULATION POLICY

Louis L. Manderino Library
California University of PA
California, PA

PLEASE NOTE – The library also has a [General Circulation Policy](#) and an [Alumni Circulation Policy](#).

While the library of the University is maintained fundamentally for the use of students and faculty and the collection reflects the mission of the institution rather than the needs of the general public, those unaffiliated with the University may take advantage of library services by obtaining a guest patron CalCard.

The following conditions govern the use of the guest patron CalCard:

BORROWING PRIVILEGES

- A guest patron card may be issued to residents of Pennsylvania who are 18 years of age or older and are not high school students.
- High school students may use the library if accompanied by any adult who has a guest patron card.
- Unaccompanied elementary school children are not permitted to use the library.

COST

- The application process and payment of fees takes place at the Circulation Desk in the Louis L. Manderino Library.
- The guest patron card is issued at the Information Desk in the Natali Student Center.
- The cost of the card is \$30.00. This amount includes a \$5.00 fee and a \$25.00 security deposit (refundable upon return of the card). The security deposit will only be refunded if the patron has returned all library materials and all late/lost fees have been paid.
- The \$5.00 fee will not be charged for alumni, emeriti faculty, or at the discretion of the Dean of Library Services.
- The guest patron card expires five years from the date of purchase.
- A \$20.00 replacement fee will be charged for lost CalCards.

MAXIMUM NUMBER OF CHARGES

- Borrowers are blocked from further charges when the total number of items charged out exceeds ten (10).
- Theme kits are limited to one (1).

LOAN PERIOD

- **Books** – 7 days or 21 days.
- **DVDs, Blu-ray, VHS tapes** – 7 days.
- The cardholder is responsible for all materials borrowed and is subject to established overdue fees and replacement costs. Please see the General Circulation Policy.
- Borrowers with excessive or desperately needed overdue materials will receive a letter from the Dean of Library Services requesting the prompt return of all library materials.

RECALLS

- Guest patrons may not request an item to be recalled.

RENEWALS

- Books and non-book material(s) may be renewed once online.
- Books and non-book material(s) must be physically returned to the library for up to two (2) additional renewal periods.
- Books and non-book materials cannot be renewed if there is a “hold” request for the items, or if the items are needed for the Reserve Department.
- Equipment and theme kits cannot be renewed.

RESTRICTIONS: Guest patrons do not have access to the following resources and services:

- Remote access to electronic resources, such as e-books, e-journals or databases (due to vendor license agreements).
- Camcorders or notebook computers
- Interlibrary Loan or E-ZBorrow

Use of the library through guest patron cards may be limited for any reason if the usage compromises the services the library provides to the University.

Revised: October 22, 2013