

I. Scope

This policy specifically applies to borrowing and usage of items from Memorial Library's Main and TMC collections by SUNY Cortland students, faculty, staff and community borrowers. Use of computers, electronic resources, College Archives, Interlibrary Loan, etc. are described in other policies which can be found on the Library policies page.

II. Reason for this policy

This policy will describe who is eligible to borrow physical items from Memorial Library. It will also outline loan periods and the circumstances under which a user's borrowing privileges may be revoked.

III. Policy Statement

Memorial Library is open to the general public. Print resources are accessible to all on the premises. Electronic databases and computer labs are restricted to users with SUNY Cortland ID, but short-term guest credentials may be requested by non-SUNY Cortland guests at The Help Center.

Who is eligible to borrow

- Students/faculty/staff/emeritus faculty of SUNY Cortland.
 - Cortland faculty/staff/emeritus faculty may authorize in writing the use of their Cortland ID card to allow a specified second party (I.e. proxy) to borrow library material for them. Ordinarily this privilege will be extended to one person and will be for a limited period, such as one semester.
- Open SUNY students/faculty/staff/emeritus faculty of other SUNY/CUNY campuses
- Residents and high school students, 16 years of age or older, from the local community (see resident and school affinity outlined below) are eligible for a Community Borrowers Card.
 - Residents of Cortland, Tompkins, Onondaga, Madison, Chenango, Broome, Tioga, Cayuga Counties who are 16 years or older must provide a driver's license showing their current local address and age.
 - High School Students from Cortland, DeRuyter, Dryden, Homer, McGraw, and Moravia High School must provide a high school ID and/or mail showing their home address.
- Borrowing maximums are as follows and do not include ILL requests:
 - Faculty/Staff: 50 items
 - Students: 25 items
 - Community Borrowers: 25 items

Loan periods, Renewals and other borrowing details

- All borrowers must present their Cortland ID card, Community Borrower card or a valid SUNY/CUNY ID in order to borrow materials.
- In general, the loan period for items in our main collection is sixteen weeks for students, faculty, and staff; four weeks for community borrowers. To see the loan period for a specific item, you can view the item in ONESearch.
- The loan period for books designated as course reserves may be either 3-hours or 3 days. Three-hour reserves cannot leave the building. See the Course Reserves policy for more information.
- Material needed for course reserves is subject to immediate recall.
- All material is subject to recall after the first loan period has ended.

- Renewals may be made in person, online or by phone at 607-753-2526. Books may be renewed twice online BEFORE the due date, unless there is a recall from another patron. Overdue items are not renewable online. If a third renewal is requested, patrons must first bring the book in for inspection to ensure it is still in one's possession and is in good condition before a renewal will be granted.
- If a Cortland ID card is lost or stolen, contact [Cortland Auxiliary Services](#) immediately. Users must also notify The Help Center of a lost or stolen Cortland ID card or community borrower card to avoid fines and/or charges for lost/damaged material.

IV. Responsibility

Circulation Department in conjunction with Library Director's office

V. Definitions

Banner Hold - A Banner Hold refers to the withholding of university privileges. Library Banner Holds may be placed on a student's account for overdue books, library fines, or lost library items. To resolve a Banner Hold, contact the Student Accounts Office.

Recall - A recall is a process by which the borrowing period for a checked-out book is shortened by the library. Usually this occurs when a book is needed and will be going to Course Reserves. Patrons will be emailed to inform them of the recall along with their new due date.

VI. Contact for clarification of this policy

Contact the Circulation Department at library@kortland.edu.

VII. Sanctions

Memorial Library reserves the right to deny borrowing privileges to any student, staff, faculty member, or community borrower.

Borrowing privileges may be suspended for outstanding charges such as lost item or overdue item fines or fees. See our separate fine policy for more detail on how charges are assessed. Once fines accrue, borrowing privileges are suspended until all fines are paid.

SUNY Cortland students will have a hold placed on their Banner account when fines reach a total of \$10.00 or more and/or any books have not been returned.

VIII. Last Revision

Last reviewed/updated Aug 2022.