Saint Albert Hall Library
Mission Statement

The Saint Mary’s College Library is a learning environment that responds to the traditional values of the College and to the technological realities of the modern age. The Library exists to foster the pursuit of knowledge, intellectual and ethical integrity, excellence in teaching and learning, respect for inquiry and diverse points of view, and dedication to service. The Library collects texts, images, and multimedia, and provides connections to global information networks, which enhance the curriculum and assist research. As a locus where information is gathered, organized, and prepared for redistribution, the Library provides members of the College Community a place for interaction, consultation, study, and reflection. Its staff is dedicated to serving the information needs of the students and faculty located on campus and remotely. They teach students how to use the tools of scholarship and offer the College expertise on changing patterns in the creation, organization, and distribution of knowledge.
Do I need an Alumni Borrower’s Card?
Saint Mary’s College welcomes all SMC alumni to use the Saint Mary’s College Library. Alumni may search Albert (the online catalog) and use books and periodicals within the Library building at no charge. Although we give priority to our primary clientele—SMC students, staff and faculty—alumni may also use our public access photocopying machines, printers, Reference materials and receive assistance in locating information and using electronic resources from our reference librarians during regularly scheduled reference desk hours. All alumni can register for remote access to certain specified databases—no card needed.

Who is eligible?
All Saint Mary’s College alumni may purchase an Alumni Borrower’s Library Card. Picture identification and verification of alumni status is required (alumni directory, diploma, Alumni Office).

What is the cost of a card?
A $10.00 non-refundable annual fee is required for an Alumni Borrower’s Library Card.

What are the Limitations?
The following restrictions apply to Alumni Borrowers:
♦ No more than 10 books may be borrowed at one time.
♦ The loan period is 28 days, with one renewal allowed for an additional 28 days. Providing there has not been a “Hold” placed on the item by another patron, renewals may be made in person, by telephone, or via “Renew Books” on the Library’s homepage: http://www.stmarys-ca.edu/library
♦ Books are subject to recall by SMC patrons two weeks after borrowing date. If this occurs, the alumni borrower will receive a recall notice in the mail with an amended due date. Materials must be returned by this due date to avoid charges.

Limitations (cont.)
♦ Alumni Borrowers may not recall materials checked out to Saint Mary’s College patrons but may place a “hold” without recall.
♦ Alumni Borrowers will receive a courtesy reminder for overdue Library materials. Long overdue materials are considered lost. If the materials are not returned, Alumni Borrowers will be billed a replacement charge of $75 per books, plus a $10 non-refundable billing fee. If the book is found and returned within one year of billing the replacement cost of $75 will be refunded. Books returned for irreparable damage may be billed an $85 replacement fee. **Alumni Borrowers are responsible for any replacement charges and billing fees whether or not they receive a notice from the Library.**
♦ Your Library card is not transferable to other family members; however, you may check out materials for others in your immediate family within the borrowing limits allowed. Responsibility for Library materials remains with the card holder.
♦ Link+, Interlibrary Loan, and Document Delivery Services are not extended to Alumni borrowers. We recommend you contact your local public library or ask a librarian to assist you in locating the book in another local library.
♦ Media items (videos, CDs, audiobooks, etc.) do not circulate outside of the Library to Alumni Borrowers. However, these may be viewed within the Library using equipment available (ask at the Circulation Services Desk).
♦ Course Reserve materials may not be checked out to Alumni Borrowers.
♦ The “Best Seller” and “Multicultural Children’s Literature” collections are not available to Alumni Borrowers and are reserved for SMC students, staff, and faculty only.

Can I use the Library’s Research Databases?
Most databases are available to alumni on campus but are limited to current students, faculty, and staff from off-campus. However, the Library does offer alumni free remote access to certain databases, including Vault Career Intelligence and Project Muse. Register for access via the link at http://www.stmarys-ca.edu/library/alumni.

What are my Responsibilities?
♦ Books must be returned or renewed on time to ensure continued Library privileges.
♦ Alumni Borrowers must notify the Library immediately of any change of contact address or telephone number.
♦ The Alumni Borrower is responsible for all materials charge out to his or her card. All fees must be paid before the card may be used again.

What are Other Circulation Policies?
The Saint Mary’s College Library’s circulation policies are detailed in the Library Circulation Services Guide or by accessing the Library’s Web site at http://www.stmarys-ca.edu/library.

Questions?
For questions or clarification of circulation policies, please call 925-631-4229 and ask to speak to a Circulation Supervisor. If a supervisor is not available, please ask to speak with the Head of Access Services.