Interlibrary Borrowing (ILB)
Books that are not available either in the Library or via Link+ can be requested from other libraries from Interlibrary Borrowing services. Books are usually received within 14 working days, but may take longer. Articles that are not available in the Library or full-text in our electronic databases may be retrieved via ILLiad, usually within 2-3 working days. When available, they will be sent electronically and posted to your ILLiad account on the Library’s Home Page. To request an item or for more information, go to http://www.stmarys-ca.edu/library or contact the ILB manager at (925) 631-4840.

Photocopiers
Three photocopiers are available in the Library; two on the 1st floor and one on the 3rd floor. These copiers provide single- and double-sided black and white photocopiers. A single vend card can be purchased or coins and bills may be used. A limited supply of change is available at the Circulation Desk.

Printing
GaelPrint is a system developed by IT Services that offers students convenient and flexible printing options. GaelPrint provides each student a $25 printing credit each term at no additional charge and allows students to use the high speed printer in the Library. For more information, contact the IT Services Help Desk at (925) 631-4266.

Group Study Rooms 1, 2 and 3
The Group Study Rooms are reserved for student use and may be reserved on a first-come, first-served basis for a maximum block of time of 3 hours. All Group Study Rooms (one on each floor of the Library) are equipped with a television, DVD/VHS player and a whiteboard. Rooms 1 & 3 accommodate groups between 2 - 12; the smaller Room 2 serves 2 - 8. Please make reservations at the Circulation Desk.

Typewriter
A typewriter is located on the 2nd floor, next to the video carrels and is available for patron use. If assistance is needed, ask at the Circulation Desk.

Universal Access (ADA)
- Assistance is available in retrieving materials from any Library location by asking at the Circulation Desk.
- Assistance with photocopying materials and using microform readers/printers is also available.
- Four height-adjustable online catalog/research stations are available on a priority basis for wheelchair access. Each station is equipped with scanning software.
- An ADA door is provided for easy access to the building via the main entrance on the first floor.

Lost and Found
Materials found on Library clean-up rounds will be kept for a limited time at the Circulation Desk. After one week, materials not claimed will be delivered to the Public Safety kiosk at the entrance to the College.

Other Library Publications
Call 631-4229 to request a copy of these publications:
- Book Retrieval Service from Off-Site Storage
- Faculty Services Guide
- ILLiad / Document Delivery
- Link+
- Reserves Services Guide
- SMC College History

For more information connect to: http://www.stmarys-ca.edu/library

Useful Telephone Numbers
- Book Renewal by Phone: 631-4229
- Print Course Reserves: 631-4665
- E-Course Reserves: 631-8033
- College Archives: 631-4234
- IT Services: 631-4266
- Instructional Services: 631-4188
- Interlibrary Borrowing: 631-4840
- Dean for Academic Resources: 631-4667
- Library Hours: 631-4230
- Reference/Information: 631-4624

Circulation Services, located on the first floor of the Library, provides access to Library materials by maintaining an automated system for checking materials in and out, organizing a reserve collection, setting policies regarding loan periods, renewals, holds and recalls, and maintaining the book stacks. These services and policies are described below.

POLICIES
Confidentiality
Registration, circulation and all other Library records identifying a Library patron by name are considered confidential. The name of a patron having a particular book cannot be given to anyone. Library records are to be used only by authorized personnel to conduct routine Library business. In adopting this policy, the Library is adhering to California State law.

Patrons may search their own Library records by selecting:
Renew from the SMC Library's Home page:
http://www.stmarys-ca.edu/library.
Borrowing Privileges
A valid SMC identification card is required to borrow Library materials, including course materials on Reserve for classes. A borrower is responsible for all materials charged out on his/her card. Cards are not transferable.

SMC Alumni may use materials in the Library without charge. To borrow materials a Library card may be purchased for a $10 annual fee. For more information, refer to the Alumni Borrowers Services Guide.

Persons not affiliated with SMC may use materials in the Library without charge. To borrow materials a Library card may be purchased for a $75 annual fee. For more information, refer to the Community Borrowers Services Guide.

Lending Policy
The loan period for most circulating books is 4 weeks. Faculty loan periods are for one semester. The due date is stamped in the back of the book. It is the borrower’s responsibility to return books on time or to contact the Library if they wish to renew the books. Reference books, periodicals, and most special collections do not circulate.

Renewals
SMC students, staff, or faculty may renew books 3 times; other borrowers may renew once. Books may be renewed in person, by phone, or online. Select View Your Record/ Renew. To renew by phone, call (925) 631-4229 and give your name and the title of the book. Books with HOLDS or RECALLS placed on them, or books which have a "Lost and Paid," or "Billed" status, may not be renewed.

Holds/Recalls
Any circulating Library material may be recalled if needed by another person, however, all patrons are guaranteed a minimum borrowing time before the Library initiates the recall. The minimum borrowing time is usually 2 weeks, but varies depending upon the original loan period. Recalled material must be returned by the due date on the recall notice. Failure to return recalled materials on time may result in future blocking of Library privileges and/or replacement charges.

When the material has been returned, the requesting patron will be notified by e-mail. Recalled books will be held at the Circulation Desk for 10 days; media for 5 days.

Holds may be placed on new books that are "In Processing," however processing may take up to 4 weeks. If the book is needed sooner, please request from Link+.

Overdue Materials
When materials become overdue, patrons will be sent a courtesy reminder via email to their SMC email account. Outside book drops are available 24 hours/day if patrons cannot return materials when the Library is open. The borrower is responsible for any late fines or lost book charges whether or not s/he received a notice from the Library. For this reason, it is recommended that patrons keep the College Business Office informed of any address changes.

Fines/Replacement Charges
Hourly reserve materials are subject to fines if not returned on time. Material should be returned to the Reserve Return Drop at the Circulation Desk, or handed to a Circulation staff person. Fines for overdue hourly reserve material accrue at the rate of $1 per hour, with a maximum fine of $20.

Materials that are long overdue are considered lost. If the materials are not returned, patrons will be billed a replacement charge of $75, which is the average cost to replace a book, plus a $10 billing fee. If the book is found and returned within one year of billing, the replacement cost of $75 will be refunded. Books returned with irreparable damage may also be billed an $85 replacement fee.

Services

Information/Directional Assistance
Circulation staff provides information regarding Library policies and procedures, Library services, campus services, and directions to campus locations. Instruction in using Library resources and research assistance is available at the Reference Desk when a Reference Librarian is on duty.

Reserve Collection
Materials that are required reading/viewing/listening, or are otherwise in high demand, may be placed in the Reserve Collections. Placing items on reserve ensures that students have equal access to these materials. There are two reserve collections. The Traditional Reserve Collection is located at the Circulation Desk and is available during all hours the Library is open. The Electronic Reserve Collection (ERes) is available online 24/7. Materials for both collections can be searched for in Albert, the online catalog, by searching under the instructor or course name. For more information, please see the Reserves Policy link on the Library web page.

Searches
If a book cannot be found on the shelf, patrons may request that a full search be conducted. A full search will be made within 3-5 days of the request and the patron will be notified of the outcome. If you need the item right away, we recommend you try Link+ (see below).

Link+
Link+ is a consortium of California and Nevada Libraries that provides a single-searchable catalog and user-initiated borrowing. Items and selected media that are not available at Saint Mary’s College may be requested online and will be delivered within 2-4 days via a daily courier service. To use, simply click on the Link+ /Interlibrary Loan link; on the Library’s Home Page http://www.stmarys-ca.edu/library, and follow the instructions. For more information, please see the Link+ Services Guide.