

Vassar College Libraries Guest Borrower Privileges and Policies.

The resources and services of Vassar College Library are primarily intended to meet the needs of current students, faculty and staff of Vassar College. Guest borrowers are welcome to use the collections and services of the Library during regular building hours.

Library Card: Library cards are to be used only by the person to whom they are issued. Please carry your card at all times when in the library. Your card will need to be updated annually. There is a replacement fee for lost cards. Your card does not allow card access into the main library during evening or weekend hours. Please ring at the door so you can be let in upon arrival. If you have demonstrated need of music library materials, arrangements will be made for card access to Skinner Hall.

Library Hours are listed on the library's [website](#). Hours for Special Collections, Art Library, and Music Library may vary; check their websites (linked from library main page) or call ahead.

Printing: Purchase a VPrint card to print/make photocopies. The VPrint card machine is located in the main library near the CIS Help Desk.

Annex Requests: Request books and journals stored in the Library Annex through the online catalog. Annex items will be delivered within 24 hours weekdays.

Borrowing and Fines: 30 items total can be borrowed at one time. Books circulate for 30 days with one renewal, which must be requested in person. Browsing books circulate for three weeks with no renewals. The fine for overdue books is 20 cents/day. Guest borrowers may not recall books, but books charged out to you may be recalled and are to be returned immediately upon receipt of notice. The fine for recalled books not returned is \$1.00 per day. Borrowing privileges will be blocked if you have outstanding fines or overdue books. Fines must be paid at the circulation desk; only library staff members can process fines.

Resource/Benefits not available to Guest Borrowers:

Interlibrary Loan services

Checkout of laptops

Use of computers, equipment and musical instruments, other than in the libraries

Use of building spaces other than in the libraries, including dining halls, practice rooms and teaching spaces.

Grounds for revocation of privileges include:

- Misrepresentation of information on the application
- Failure to return library materials in a timely fashion
- Failure to pay fines
- Damage to any library materials, equipment or facilities
- Failure to cooperate with library staff
- Inappropriate and disruptive behavior
- Non-compliance with rules as described in the Vassar College Regulations regarding guests to campus and library, computer, and Internet use