

Circulation Policy

Note: Since our locations are currently Bear Card access only if you are not a current Mercer student, faculty, or staff, please contact us to schedule an appointment. If you are a Mercer University alumni, you may apply for alumni borrowing privileges.

Mercer University Libraries have a number of service locations, but a single set of loan rules.

Computer Use in Libraries

Only borrowers with an MUID (Mercer University ID) and Active Directory credentials have access to computers. Other borrowers may not have access to computers but can get assistance at the circulation desk.

Borrowing Materials

Currently enrolled students and currently employed faculty and staff may borrow materials from the Mercer University Libraries by presenting their Mercer ID (Bear Card). The Mercer ID may also be used to access any of our 24-hour study rooms.

Note: Reference materials, print journals, microfilm/microfiche, Special Collections, and some government documents are restricted to library use only.

The loan periods for different types of materials are as follows:

Material Type	Students	Employees
Books & Sound Recordings	90 days 1 renewal	120 days 2 renewals
Video	7 days (no renewals) 10 video limit	7 days (no renewals) 10 video limit
Maximum number of items allowed	100 items	unlimited items

Equipment

In addition to the traditional items above, we also have limited equipment available for students and employees to borrow. Check with your library to see availability. Fines and replacement fees vary for equipment loans.

Hold and Recalls

Hold

If an item you want is checked out and you wish to be notified of its return, you can place a hold on the item through the online catalog:

1. After you have found your item, click the "request" button located in the blue bar near the top of the page.
2. Complete the form to include your name, MUID, pick-up location, and your contact information.

If you have any questions, please ask at a service point, we would be happy to help!

Recalls

Recalling an Item (Mercer Faculty & Staff Only)

If an item you urgently need is checked out and you would like to have it as soon as possible, you may request that the item be recalled. When an item is recalled, the person in possession of the item receives a request to return it. Only Mercer faculty and staff may place recalls on library material.

Having Your Item Recalled

If a person recalls an item you have checked out, you will receive a new due date and a fine of \$2.50 per day will be charged beyond that date.

Items needed by faculty for a class or reserve will be recalled with **an immediate due date**.

Recall dates are determined by a patron's registration status and the type of item being recalled. Additionally, each patron type and each material type has different guaranteed loan periods as follows:

Material Type	Students	Employees
Books & Sound Recordings	28 day guaranteed loan period	28 day guaranteed loan period
Video	7 day guaranteed loan period	7 day guaranteed loan period

Fines and Lost Item Charges

- Library privileges will be suspended for students owing \$25.00 or more. Employees owing \$500 or more will likewise have their library privileges suspended.
- Library holds will be placed on the student information record of any student owing \$25.00 or more. Fines may be paid via Bear Card at the circulation desk or [online](#).
- When items are billed, there is a non-refundable \$10 service charge.
- Most materials accrue no fines, as long as you return the original item. (Please note: you must return the original item. We cannot accept replacement items purchased elsewhere.)
- If you have any questions about a charge or this policy, please contact us.

Type of Item	Fine
Books, CD-ROMs, and Sound Recordings	-
DVD/VHS	\$1.00 per day per item
3-hour Reserves/Library Use Only	\$1.00 per hour per item
Overnight Reserves	\$1.00 per hour per item
1-day Reserves	\$1.00 per day per item
3-day Reserves	\$1.00 per day per item
1-week Reserves	\$1.00 per day per item
Equipment	\$5.00 per hour per-hourly item \$25.00 per day per daily item

Lost or Damaged Items

Type of Item	Replacement Fees
Keys	\$7.00 fine for a lost study room key
Lost Books, DVD/VHS, Equipment*	\$65.00 + \$10.00 processing fee
Recalls	\$2.50 per day

* if replacement cost exceeds \$65.00, the actual cost will be charged instead.