UNDERGRADUATE STUDENTS

- UNO Undergraduate Students may have up to 120 books checked out at any one time.
- The checkout period is for three weeks with unlimited renewals until the end of the semester when all library items must be returned.
- Materials that have been placed on hold by another patron cannot be renewed.
- The checkout period for CDs and videos is seven (7) days, with one renewal if the material is not placed on hold by another patron.
- Student Government DVDs may be checked out for seven days only; there are no renewals.
- Reserve material checkout periods vary (e.g. two hours in library only, overnight, three days, or seven days) according to what a professor designates.
- Restricted circulation materials (bound and loose periodicals) do not circulate to undergraduate students.

GRADUATE STUDENTS

- UNO Graduate Students may have up to 120 books checked out at any one time.
- The checkout period is for one semester, when all library items must be returned. Books must be returned at the end of every semester. **Graduate students are allowed to check out books for the semester with the understanding that any book requested by another patron is to be returned within a week of being contacted.** The due date in the library system will be changed once an item is requested, and an email sent to the current user.
- Materials that have been placed on hold by another patron cannot be renewed.
- The checkout period for CDs and videos is seven (7) days, with one renewal if the material is not placed on hold by another patron.
- Reserve material checkout periods vary according to what a professor designates.
- Student Government DVDs may be checked out for seven days only; there are no renewals.
- Bound and loose periodicals circulate for three hours to graduate students.
- Other restricted circulation items (bibliographies) may be checked out for three days.
- **Graduate students are eligible for a library carrel or space in the Graduate Study Room.** Make sure to read the policy on library carrels before applying to ensure that you are eligible.

FINES AND FEES

**Overdue Fines**
- Books: 20¢ per day, per item
- Student Government DVD: $2.00 per day per DVD
- 3-day Laptops: $50.00 per day
- 3-hour Laptops: $10.00 per hour

**Reserve Fines**
- $5.00 per day, per item for overnight, 3-day, and 1-day
- or 50¢ per item, per hour for 2 hour reserve

Library fines can now be paid online!

FAST FACTS

**Library Card:** UNO ID / **Limit:** 120 items
**Checkout Periods:**
- **Books:** Undergraduates: 3 weeks-renewable through the semester.
  
  Graduates: full semester
- **Library CDs & DVDs:** 7 days +1 renewal
- **SG DVDs:** 7 days NO RENEWALS
- **Reserve items:** Periods assigned by instructor.
BOOK CIRCULATION
Faculty may check out books for one academic year. The due date is in May. To renew books for another year, faculty must bring the books to the Circulation Desk. Because all items are subject to recall, faculty members should return items by the revised due date specified in the recall notice.

PERIODICAL CIRCULATION
Faculty may check out bound periodicals for three days. Loose, current periodicals may be checked out for three hours to photocopy articles or use articles elsewhere on campus.

INTERLIBRARY LOAN
Faculty may request books and articles that UNO does not own from other libraries. Fill out and submit an interlibrary loan request form on the library’s Web site.

BORROWING, IN-PERSON, FROM OTHER LIBRARIES
Faculty may request a LALINC Card (Louisiana Academic Library Information Network Consortium) from the Circulation Desk. Present both the LALINC card and your UNO ID card to check out books at other Louisiana academic libraries.

E-RESERVES & COURSE RESERVES
Faculty can make some course items available to students through your Moodle. Faculty may also place books, CDs, DVDs, LP’s and video on reserve for their classes to use, designating the length of the checkout period for each item (two, three or four hours, overnight, three days, or seven days). See the Library’s Web site for more information.

RETIRED FACULTY
Retired faculty have the same borrowing privileges as current faculty, but materials are due at the end of each semester. If retired faculty are working on research projects they are eligible to apply for a library carrel.

PROXIES
Faculty may designate a UNO staff person or graduate student to check material out in their name. To designate a proxy and set this service up, faculty must come, in person, to the Circulation Desk.