

**MSU LIBRARIES
ACCESS AND BORROWING PRIVILEGES OF
ACTIVE MEMBERS OF THE MSU ALUMNI ASSOCIATION**

Use of certain library facilities and materials will be granted to active members of the MSU Alumni Association. Alumni with proper identification (current alumni card and government issued photo) are allowed the following checkout privileges.

Checkout for External Use

Up to ten items from the following collections may be checked out from the Libraries. They may be checked out for a period of two weeks.

1. General Collection books
2. Maps
3. Government Documents

Internal Use

The following materials may be used inside the Libraries.

1. Periodicals, bound and unbound
2. Curriculum laboratory materials including juvenile books, textbooks, curriculum guides
3. DVD's, videotapes, films and other audiovisual materials
4. Microforms
5. General reserve material
6. Reference books
7. Rare books and other material in special collections
8. Computers are available upon specific request for researching some online library resources

Renewals

All borrowers may usually renew materials from the General Collection, Documents, and Maps twice. Renewals can be done online using the bar code number on your card for the ID.

Returns

Library materials are due on the date stamped in the back of the book on the date due slip. Materials checked out to a patron are that patron's responsibility until they are checked in at the appropriate Circulation desk. While the library usually sends various notifications related to books being due, the patron is responsible even if he or she does not get the messages. During the times that Meyer Library is closed, materials may be returned in the book drop that is located on the south side of the front entrance to Meyer Library.

Book Fines

2 week loan item: \$.25 per day (maximum fine: \$10.00 – regular fine, \$25.00 – recall fine)

Billing

All borrowers will be billed for replacement at either actual or standard cost of overdue items that have accumulated the maximum fine. All billings will include an additional \$10.00 non-refundable processing charge as well as accrued fines.

Computer Use

Use of certain library computers may be arranged at the discretion of the Reference and Government Information Department. Such use is only for research purposes using MSU library resources. Due to license agreements, some library computer resources are not available to alumni. The use specified here is given to all public patrons in good standing, whether they are members of the alumni association or not.