

Borrowing Privileges

Introduction

The Circulation desk is located at the entrance of the library. Here, users can check out books, as well as pick-up books requested from other locations or institutions. Reserve materials are also located at the Circulation Desk.

Lending Periods

(for all [authorized borrowers](#), regardless of status)

Books The majority of books circulate for a minimum of 16 weeks with renewals allowed if not recalled; users may renew books online, by phone or in person.

Reserves 2 hours, use in library only *except* reserve books can be taken out overnight if checked out within 2 hours of library closing. The checked out item(s) must be returned within 30 minutes of the library opening the next day.

Anatomical Models Use in library only. Instructors may make arrangements to check out a model for use in class. Please inquire at the Circulation desk (503-8126) for more information.

Audiovisuals Materials not on reserve circulate for one week. This collection is located in the Reference Room.

Renewing Items You can [renew items online](#). After logging in, choose "My Account" from the menu in the top right corner. Then look for "Library Account Information" to view and renew your materials online.

Recall a Book that is Checked Out

Is the book you want checked out to someone else? Speak with the Galter Library Circulation Desk at 312-503-8126 to discuss options for recalling the book or obtaining it via Interlibrary Loan.

Charges for Overdue or Non-returned Items

Overdue items

- Books: \$10.00 flat fee for each volume after 30 days past due date
- Reserve Materials: \$1 per hour per item
- Equipment: \$10.00 per day up to \$50.00 maximum

Lost or missing: \$25.00 (flat fee) plus replacement costs

Non-returned items: University records will be blocked until items are returned or fees are paid in full.

You can contact the Circulation Desk at 312-503-8126/8127.

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