

Reeves Library borrowing policies

(see also: [Fine & Fee Schedule](#); [Renewals](#))

All currently enrolled SHU students, faculty, staff, administration, Sisters of Charity, alumni, affiliates of other area colleges, and non-affiliated members of the community may borrow items from Reeves Library. See details below.

SHU Students:

Students currently enrolled for classes may borrow an unlimited number of books for a period of three weeks, and up to five videos for a period of four days. Items may be renewed two times. Borrowers must display a valid SHU ID card in order to borrow materials.

Faculty, Staff, Administration:

Faculty, staff, and administration may borrow an unlimited number of books for a period of one semester, and up to five videos for a period of four days. Items may be renewed once. All borrowers must display a valid SHU ID card in order to borrow materials.

SHU Alumni:

Alumni may apply for a free alumni library card in order to borrow materials. Alumni may borrow a total of five items. Books circulate for three weeks while videos circulate for four days. Items may be renewed once.

Students/Faculty at area Colleges:

Students from St. Vincent's College, Pitt at Greensburg, WCCC, PSU New Kensington, PSU McKeesport, and PSU Fayette currently enrolled in classes may borrow an unlimited number of books for period of three weeks, and up to five videos for a period of four days. These items may be renewed once. Faculty members from the above institutions may borrow an unlimited number of books for a period of one semester, and up to five videos for a period of four days. Faculty may renew items once. Both groups of borrowers (students and faculty) must display a current validated ID card from their home institution in order to borrow materials. (Note: SHU students & Faculty also have borrowing privileges at these institutions.)

PALINET Students:

Students attending PALINET member institutions may also borrow library materials from Reeves Library, as long as their institution participates in the reciprocal borrowing program.. In order to do so, they must present a properly completed and signed Palinet

Academic Library Reciprocal Borrowing Form from their home library. This form is valid for one week from the issuing date. The borrower must also present a photo ID. A photo driver's license or institution ID will be acceptable. A limit of 5 items can be borrowed at a time. Books are loaned for 21 days; videos for 3 days. No renewals will be permitted without a new request form. Use of this form implies an agreement on the part of the Borrower and the home institution to pay all overdue and lost/damaged charges.

Non-affiliated Community Members (paying customers):

Members of the community may receive a library card for a \$25.00 annual fee. Community members may borrow a total of five items. Books circulate for three weeks while videos circulate for four days. Items may be renewed once.