

Greenlease Library General Information Rockhurst Faculty and Staff

Library Circulation Desk:
816-501-4142

Academic Year Hours:

Monday –Thursday
8:00 AM-Midnight
Friday
8:00 AM-4:30 PM
Saturday
Noon-4:30 PM
Sunday
Noon-Midnight

Summer Session Hours

Monday-Thursday
8:00 AM-9:00 PM
Friday
8:00 AM-4:30 PM
Saturday
Noon-4:30 PM
Sunday CLOSED

For holiday and intersession hours call 816-501-4142
Or visit the library website www.rockhurst.edu/services/library

Eligible Borrowers

The following categories of persons are allowed to checkout circulating materials as faculty or staff:

- Rockhurst University and Research College of Nursing Faculty
- Rockhurst University Staff, including National Seminars employees

Library Cards

Rockhurst University faculty and staff may register for a library account online at https://www.rockhurst.edu/rockhurst/gen/online_forms/Library_account_registration_final.php or in person at the library.

Faculty and staff who wish to check out library materials must present their Rockhurst I.D. card at the circulation desk. The barcoded number on the front of the card is needed in order to access your library account. **Materials will not be checked out to you if you do not have your I.D. card.** To get a Rockhurst University I.D. card contact the Telecommunications office at 816-501-4400 between 8 am and 5 pm Monday through Friday.

Library accounts may be reactivated at the beginning of the semester in person or online at https://www.rockhurst.edu/rockhurst/gen/online_forms/reactivate_final.php.

Checkout Periods for Greenlease Library Materials Only

Books, Audio/Visual, Government Documents

- Until the end of the current semester with the understanding that items can be recalled sooner if needed by another patron.

Laptop Computers

- Two Hour Library Use Only

Journals, Newspapers, Reference Material, Microforms

- Library Use Only

Course Reserves

- 2 Hour Library Use Only, Overnight, Three Day or One Week dependent upon loan restrictions.

Overdue Policy

Materials are due back before the library closes on the date due. Overdue fees are not charged for items checked out from the Greenlease Library collection. However, recall overdue fees are charged for failure to return material checked out from the Greenlease Library collection that has been recalled for use by another patron. Overdue fees are charged when Interlibrary Loan items are overdue and begin accruing immediately. Faculty and staff who have overdue Interlibrary Loan material or overdue fees will have privileges blocked until all items are returned and overdue fees are paid.

Overdue Fee Rates

\$1.00 per day for Interlibrary Loan materials

\$.20 cents per day for failure to return a recalled item

Overdue rates for books from other MOBIUS libraries are determined by those libraries circulation policies and are not standardized. These fees do appear in faculty/staff library accounts. Faculty and staff are responsible for overdue fees to other MOBIUS libraries. These fees are paid at the Greenlease Library.

Overdue Item and Overdue Fee Notification

Rockhurst University faculty and staff, including Research College of Nursing faculty and National Seminars employees, must have an activated Rockhurst University email account.

The Greenlease Library will notify Rockhurst University faculty and staff that have overdue items or fees by sending email notices.

Renewals

Greenlease Library and MOBIUS materials checked out by Rockhurst University faculty and staff may be renewed in person at the library or online at <https://wilo.missouri.edu/patroninfo>. Have your Rockhurst University ID card AND unique borrower ID number with you to renew. Online renewal is not possible if overdue materials or fees are on a library account.

To renew Interlibrary Loan materials, call 816-501-4121.