

# Greenlease Library General Information Rockhurst Guest Registration

## 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 <http://www.rockhurst.edu/services/library>

## Eligible Borrowers

The following categories of persons are allowed to checkout circulating materials using a Guest library account provided they are in good standing with the university.

- Alumni, Library Guild, Honorary Directors, Board of Trustees members, Rockhurst University Emeritus Faculty and purchasers of Rockhurst University Guest Cards (for those not affiliated with Rockhurst University).
- A maximum of five items may be loaned on a library account.
- Abuse of library policies will result in the revocation of library privileges.

## Library Cards

Alumni, Library Guild, Honorary Directors, Board of Trustee members and Rockhurst University Faculty Emeritus patrons who wish to check out library materials must present their Rockhurst I.D. card at the circulation desk. The barcode number on the front of the card is needed in order to activate your library account. Rockhurst University Guest card holders will be issued a plastic library card with a barcode and in addition must present a picture ID card. **Materials will not be checked out without proper identification.**

Alumni, Library Guild, Honorary Directors, Board of Trustee members and Rockhurst University Faculty Emeritus patrons may get a Rockhurst University I.D. card by visiting the Computer Services Help Desk in Conway Hall, on the fourth floor, 8am to 5pm Monday - Friday. Please call the Head of Public Services at 816-501-4189 if you have questions.

## **Library Accounts**

Rockhurst University guests may register for a library account at the library. Library accounts remain active for one semester. Library accounts must be reactivated at the beginning of each semester at the library.

## **Checkout Periods**

### **Books and Audio/Visuals**

The loan period is normally three weeks. Loan periods may be shorter based upon library account expiration dates. Materials are subject to recall at any time.

### **Print Journals, Newspapers or Reference Material; Microforms; Government Documents**

Library Use Only

## **Overdue Policy**

Materials are due back before the library closes on the date due. There is no grace period for late materials. Fees accrue immediately when items are overdue. Patrons who have overdue material or overdue fees will have privileges blocked until all items are returned and overdue fees are paid. Repeated overdues may result in the revocation of library privileges.

## **Overdue Fee Rates**

\$.10 cents per day on books and audiovisual materials.

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

## **Overdue Item and Overdue Fee Notification**

The Greenlease Library will notify Guest Registration patrons who have overdue items or overdue fees by sending notices through the U.S. mail.

## **Renewals**

Guest patrons must return materials to the library in order to ask for a renewal. No telephone or online renewal is possible. No renewal will be granted on guest library accounts which have outstanding overdues or fees.