

The Rae and Joseph Gann Library Circulation Policies

BORROWING PRIVILEGES

Most of the Library's collection is on open stacks. Access is unrestricted with the exception of material in the Rare Book Room and Archives. The following do not circulate: reference resources, periodicals, journals, and newspapers.

Borrowing privileges are extended to Library members, students, faculty and staff of Hebrew College as well as those of the Boston Theological Institute (which includes Andover-Newton Theological Seminary and Northeastern University).

New England residents, community members and alumni, may become members and obtain borrowing privileges. The fees are \$36 per year for individuals, \$50 for a family membership, and \$20 for senior citizens and full-time students. Institutional membership is available.

LOAN PERIODS

Most Books and Audios circulate for one month or longer, depending on the borrower status.

The loan period for Videos and DVDs is *one week* for all borrowers and there are no renewals for Videos and DVDs.

Renewals are not automatic and are not granted if the requested item is on hold. If you wish to extend the loan time beyond the due date of any item you borrow, you must request an item renewal in person, by phone or email. *Library members and Hebrew College students* will receive up to a *maximum of two renewals on request*; *Prozdor students* will receive *one renewal*. Overdue fines will be charged for any days between the first due date and the day the renewal is requested.

Some items on *Reserve* may circulate for brief periods while some are designated for in-library use only. The fine for late return of reserve items is \$2 per item per day. Please note both due date and due *time* of reserve items.

MAXIMUM CIRCULATION

At any one time, *Hebrew College students and staff*, as well as *Library members*, may have out on loan up to *30 books, five videos and five audios*; *HC Faculty members* may have out on loan up to *50 books, five videos and five audios*; *Prozdor students* may have out on loan up to *10 books, five videos and five audios*; and *consortial or academic exchange borrowers* may have out on loan up to *10 books, three audios and three videos*.

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HOLD OR RECALL REQUESTS

Library patrons may "place a hold" on any checked-out item; when it is returned, the Library will send out a notification. To request a hold, please contact the Library's Front Desk. You may also place a hold request via the Library's online catalog. If the item requested is overdue or needed for class reserves, the Library will "recall" it. Borrowers are asked to please return the recalled item or contact us within seven days. Significant fines accrue on late return of recalled items.

Library members and Hebrew College students may place up to three simultaneous holds or recall requests for books and audios and one hold or recall request for videos. *Prozdor students* may place one hold or recall request for books, audios, and videos. *Hebrew College staff and faculty* may place up to ten simultaneous hold or recall requests for books and audios and one hold or recall request for videos.

OVERDUE FEES

Overdue fees for most items are twenty-five cents per item per day.
The fee for overdue Reserve books, Videos and DVDs is \$2 per item per day.
The fee for late return of Recalled items is \$1 per item per day.

Fines over \$25 will be charged at a rate of \$25 plus 25% of the remaining fine. Failure to receive notices for whatever reason cannot be accepted as a reason for late return. Borrowers are therefore advised to check their Library Account regularly, which can be done through the Library Catalogue (accessible through the web) or by contacting the Circulation Librarian.

Borrowing privileges are placed on hold for all borrowers when outstanding fines reach \$10.00.

LOST BOOKS AND CARDS

Borrowers of lost or irreparably damaged materials may replace the item with a new and identical item or pay the replacement value as determined by the Library. In addition, there will be a nonrefundable processing charge of \$25 per item. Library membership cards may be replaced for a fee of \$3.

BOOK DROP BOX

When the Library is closed and the College is open, you can return books using the book drop box, which is located in the Library building lobby. Please call 617-559-8700 for College hours.