



Circulation: Borrowing, Recalling, Renewing

Your library card and account

On the back of your Princeton University ID card is a 14-digit number and a barcode representing that number. Your valid PUID card allows you to use all library services, including circulation.

Your current library circulation record is available to you alone from the Main Catalog screen. Click the **YOUR ACCOUNT** button, then enter your barcode number and last name. A new screen will display a list of books that are charged out to you or are being held for you at a circulation desk, and a statement of any fines or fees that you have incurred.

Borrowing policies

Each library has its own policy concerning the circulation of materials. For information, go to the Library home page and select **CIRCULATION** under **LIBRARY SERVICES**.

Borrowing materials from other libraries

Other libraries in Princeton

Princeton students, faculty, and staff with a valid Princeton University ID card may borrow materials from the Speer Library of the Princeton Theological Seminary, which is located at the corner of Mercer Street and Library Place, and from the Princeton Public Library, which is located at the corner of Witherspoon and Wiggins streets.

Borrow Direct

Princeton students, faculty, and staff may use this rapid delivery service to obtain books that Princeton does not own or that are owned by Princeton but unavailable for circulation. See <http://library.princeton.edu/services/bdinfo.php>. For materials that are unavailable from the Borrow Direct partner libraries, such as journal articles and microforms, use Interlibrary Loan.

Interlibrary Loan

Interlibrary Loan can supply all types of materials from libraries around the world to Princeton faculty, students, and staff. In most cases, article-length materials that can be photocopied from books and other sources not owned by the Library are received within a few days. Books and other library materials not owned by the Library that must be shipped to Princeton may take longer to arrive. To request an item, click **INTERLIBRARY LOAN** on the Library home page or the **ILL** button on the Main Catalog screen and follow the instruc-

tions for filling out the online form. Assistance is available in the Interlibrary Services office on A Floor of Firestone.

Renewals

You will receive a courtesy notice reminding you of due dates several days before books are due. Any item borrowed from Firestone or Stokes may be renewed online unless the item is on academic year loan or has been requested by another reader or for reserves. Go to the Library home page and click on **RENEW** under **LIBRARY SERVICES**, or give a written request to a staff member at the circulation desk of the library from which you borrowed the book. Items on academic year loan must be returned to the library from which they were borrowed.

For information about renewing items borrowed from another campus library, consult staff in that library.

Recalls

If a library item is charged out, you may request it by clicking the **RECALL** button at the top of the Main Catalog screen. The person who has the item will be asked to return it within 10 days from the date of recall.

Reserves

E-reserves are accessible from the Blackboard site for each course; print reserves may be borrowed from the appropriate library. For some courses, listening and viewing assignments are available online.

Graduate study room collections in Firestone

Non-circulating collections of core texts and reference materials support graduate study in classics, comparative literature, economics, English, French and Italian, German, Hellenic studies, history, history of science, Near Eastern studies, philosophy, politics, religion, Slavic languages and literatures, sociology, and Spanish and Portuguese languages and cultures. Most of these rooms are kept locked. Readers who need to consult materials held in a locked graduate study room may ask for assistance at the Firestone Circulation Desk. Graduate students and members of the faculty may obtain keys at the Access Office, which is located on the Main Floor of Firestone Library.

Lost or missing library materials

If the record in the Main Catalog for an item gives its status as **MISSING** or **LOST**, it may be requested through Interlibrary Loan or Borrow Direct. If the status is **NOT CHARGED** and you cannot find the item where it should be, please fill out the online trace request form (use the **TRACE A BOOK NOT ON SHELF** button at the top of the Main Catalog screen) to initiate a search for the missing item.

Readers responsible for losing or damaging a library item should speak with a staff member at any circulation desk about replacing the item.