

Expand/Collapse All

Loan Periods

Loan periods refer to how long users can check out items.

Undergraduate students, graduate students, faculty, and staff: 120 days, with unlimited renewals.

This includes materials borrowed from Omni partner institutions.

All other borrowers should refer to the loan periods and borrowing details below.

[Health Sciences Library](#)

Please refer to the borrowing information on the [HSL website](#).

[PDF version](#)

[McMaster Alumni](#)

- Books from Mills and Thode libraries: 28 days
- Limit of 40 items and 2 online renewals per item, excludes reserve materials

Visit [Alumni Library Resources](#) for more information, including instructions for accessing eResources.

[PDF version](#)

[McMaster Retirees](#)

As a McMaster retiree, you are entitled to a variety of library services.

- Your McMaster ID card is still your library card. Alternate forms of photo ID will also be accepted.

- You can borrow items for 120 days, with unlimited renewals
- you can set up a general public [PrintSmart](#) account so that you can print or copy from the public devices in our libraries

RETIRED FACULTY:

- you may request materials not owned by the McMaster libraries through Interlibrary Loan, through [RACER](#)
- retired faculty with ongoing research needs may access electronic resources licensed for use by the McMaster community, using Mac ID
- you may continue to participate in the Reciprocal Borrowing Program.
- you may *not* borrow any media-related equipment from Lyons New Media Centre or use its bookable rooms

RETIRED STAFF:

- you may *not* request materials not owned by the McMaster libraries through Interlibrary Loan. Please use the ILL Services offered through your local public library.
- you may *not* access our electronic resources, as these have been licensed for use by the McMaster community only; we would recommend you check to see what e-resources are available through your local public library
- you may *not* borrow any media-related equipment from Lyons New Media Centre or use its bookable rooms

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[Users from Ontario Universities \(OCUL\)](#)

Ontario University members: Faculty, Staff, Graduate Students and Undergraduates registered at a university in Ontario ([OCUL](#) members)

Books from Mills and Thode Libraries: 120 days, with unlimited renewals.

ELIGIBILITY

- Faculty, Staff and Graduate Students registered at an Ontario University with Ontario Council of University Libraries.

APPLICATION

- A **current** University ID card must be presented at the Library Services Desk in any library, together with identification showing a current address.

BORROWING POLICY

- **Up to 40 books may be borrowed from the circulating collections of Mills and Thode for 120 days.**
- Any book may be renewed unless it has been requested by another user (limit of 2 renewals per book).

RETURNING BOOKS

- Books may be returned to Mills and Thode Library, or at any participating [OCUL Library](#). McMaster books may **not** be returned to libraries in other provinces.

EXCLUSIONS

- Non-circulating materials (for use in the library only) include: reference works, periodicals, rare books, sound recordings, some government publications, cartographic material, computer-assisted instructional software and audiovisual material.
- Reserve material may not be borrowed
- Interlending privileges are not available
- No access to licensed e-resources
- You may *not* borrow any media-related equipment from Lyons New Media Centre or use its bookable rooms

OTHER SERVICES

- OCUL borrowers may use the public access computers in the Health Sciences Library. A login is not required other than for use of production software.
- OCUL users should use the eduroam to access wifi and electronic resources from their home institution.
- OCUL borrowers can apply for a **temporary [Guest Internet Account](#)** at Mills or Thode libraries to use the public computers in those libraries. A temporary Guest Internet Account CANNOT be used to access the internet on a personal

laptop. This account can be used only in these libraries and will expire at library closing on the day of issue. Some e-resource restrictions apply - see [Electronic Products Which Do NOT Permit Walk-in Users](#).

PHOTOCOPYING

- Printer / Photocopiers are available in all libraries at McMaster. A [Printsmart](#) account is required for printing or copying.

RESPONSIBILITIES

- Borrowers are responsible for the safe and timely return or replacement of materials borrowed, and for any fines or charges incurred for overdue, lost or damaged books.
- The non-receipt of library notices by a borrower does not relieve the borrower from fines or suspension of privileges.

SANCTIONS

- Library privileges will be withdrawn from any student, faculty or staff member who abuses the system.

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Users from other Universities (non-OCUL) / Reciprocal Borrowers

ELIGIBILITY

- Faculty, Staff and Graduate Students registered at a university in Quebec ([CREPUQ](#) members)
- Faculty, Staff, Graduate Students, Undergraduates registered at universities in the Atlantic provinces ([CAAL/CBPA](#) members) or the Western provinces ([COPPUL](#) members)
- Faculty registered with North American members of OCLC Reciprocal Faculty Borrowing Program ([Membership Roster](#))
- Retired faculty from other Canadian universities who have library privileges at their home university library
- Faculty and students at [Redemeer University](#)
- Consult the [Canadian University Reciprocal Borrowing Agreement](#) for additional information.

APPLICATION

- A **current** University ID card must be presented at the Library Services Desk in any library, together with identification showing a current address. After an application form has been completed, a temporary McMaster University Library Card **expiring** one year from issue.

BORROWING POLICY

- **Up to 40 books may be borrowed from the circulating collections of Mills and Thode for 28 days. Limit of 10 recalls can be placed.**
- Any book may be renewed unless it has been requested by another user (limit of 2 renewals per book).

RETURNING BOOKS

- Books may be returned to Mills and Thode Library, or at any participating [OCUL Library](#). McMaster books may **not** be returned to libraries in other provinces.

EXCLUSIONS

- Non-circulating materials (for use in the library only) include: reference works, periodicals, rare books, sound recordings, some government publications, cartographic material, computer-assisted instructional software and audiovisual material.
- Reserve material may not be borrowed
- Interlending privileges are not available
- No access to licensed e-resources
- You may *not* borrow any media-related equipment from Lyons New Media Centre or use its bookable rooms

OTHER SERVICES

- Reciprocal borrowers may use the public access computers in the Health Sciences Library. A login is not required other than for use of production software.
- Reciprocal borrowers can apply for a **temporary [Guest Internet Account](#)** at Mills or Thode libraries to use the public computers in those libraries. A temporary Guest Internet Account CANNOT be used to access the internet on a personal laptop. This account can be used only in these libraries and will expire

at library closing on the day of issue. Some e-resource restrictions apply - see [Electronic Products Which Do NOT Permit Walk-in Users](#).

PHOTOCOPYING

- Printer / Photocopiers are available in all libraries at McMaster. A [Printsmart](#) account is required for printing or copying.

RESPONSIBILITIES

- Borrowers are responsible for the safe and timely return or replacement of materials borrowed, and for any fines or charges incurred for overdue, lost or damaged books.
- The non-receipt of library notices by a borrower does not relieve the borrower from fines or suspension of privileges.

SANCTIONS

- Library privileges will be withdrawn from any student, faculty or staff member who abuses the system.

[PDF version](#)

Community (General Public) including High School Students

- Books from Mills and Thode libraries: 28 days
- Limit of 40 items and 2 online renewals per item, excludes reserve materials

ELIGIBILITY

- **Community Cards are issued to individuals who live or work in Hamilton.**
- **There is no fee for this card.**

APPLICATION

- Application forms are available at the Mills or Thode Library Services Desks.
- Identification showing a current address is required.
- High School students need to show their high school ID.

- You will also be asked to provide a secondary contact address, which will only be used if we are repeatedly unable to reach you at your primary contact address, especially in the case of overdue notifications, etc

RESPONSIBILITIES

- Community cardholders are encouraged to familiarize themselves with the [Library Regulations](#)
- Misuse of the library card or failure to respond to notices will result in the withdrawal of borrowing privileges.
- Cards may be used only by the holder and are not transferable.

LOAN PERIOD / BORROWING LIMITATIONS

- Community Borrowers may check out circulating materials for a **28 day** period.
- Up to **40 books** may be on loan at one time.
- Reserve materials may not be borrowed.
- Any book may be renewed unless it has been requested by another user (**limit of 2 renewals per book**).
- Limit of 10 recalls can be placed.
- You may *not* borrow any media-related equipment from Lyons New Media Centre or use its bookable rooms

RENEWAL OF CARD

- All cards **expire annually**.
- Cards can be renewed provided that no materials are overdue and any outstanding charges are paid.

CHANGE OF ADDRESS / LOST CARD

- It is the responsibility of library patrons to keep the library informed of their current address.
- The non-receipt of library notices by a borrower does not relieve the borrower from fines, book replacement charges, or suspension of privileges.
- The library must be notified when the card is lost or stolen.

SERVICES AVAILABLE

- **Community cardholders** may use all the services provided by the Library, **with the exception of Interlibrary Loan Services and off-campus access to our licensed e-resources.**
- Access to our [library catalogue](#) is free to all users.
- To access e-resources on-campus, as a walk-in user, you will need a [Temporary Guest Internet account](#); please note [some e-resources](#) do not permit access by walk-in users
- Community borrowers should direct interlibrary loan requests to their public library or any other library with which they are affiliated.

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