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.**

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](https://www.healthscienceslibrary.mcmaster.ca).

**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](https://www.mcmaster.ca/alumni/library) 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. [Lost your card?](https://www.mcmaster.ca/library/lost-card)
- You can borrow items for 120 days, with unlimited renewals
- you can set up a general public [PrintSmart](https://www.mcmaster.ca/library/printrun) 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 MacID
- 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

PDF version

Users from other Universities / Reciprocal Borrowers

OCUL Community member (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 a university in Quebec (CREPUQ members)
- Faculty, Staff, Graduate Students, Undergraduates registered at universities in the Atlantic provinces (CAUL/CBUA members) or the Western provinces (COPPUL)
members)

- Faculty registered with North American members of [OCLC Reciprocal Faculty Borrowing Program](#)
- Retired faculty from other Canadian universities who have library privileges at their home university library
- Students of the Canadian Reformed Seminary, Hamilton, ON
- 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** the following **September 15** will be issued.
- A replacement charge is imposed for lost or damaged cards.
- Application for renewal of borrowing privileges can be made beginning in September. The old card should be presented together with a current University ID card.

**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)
• 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.
• 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.

PDF version

**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

• **Current local High School students. There is no fee for this card.**

APPLICATION

• Application forms are available at the Mills or Thode Library Services Desks.
• High School student identification is required.
RESPONSIBILITIES

• High School Borrower 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

• High School 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 high school.
• 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

• High School Borrower 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.

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