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](https://www.mcmaster.ca/library/hsl/borrowing).

**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/library/alumni) for more information, including instructions for accessing eResources.

**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.

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.

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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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