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](http://www.hsl McMaster.ca).

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

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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. After an application form has been completed, a temporary McMaster University Library Card expiring one year after issue will be given.

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

- 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 (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 Redeemer University, 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 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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