

Loan Periods

Published on McMaster University Library (<https://library.mcmaster.ca>)

Loan Periods

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

Undergraduate students: 2 weeks

Graduate students, faculty, and staff: 3 months

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.](#)

[Printer-friendly version](#) [PDF version](#)

[McMaster Alumni](#)

- Books from Mills, Innis, and Thode libraries: 2 weeks
- Limit of 20 items and 2 online renewals per item, excludes reserve materials

For Alumni access to eResources, visit [Alumni Library Resources](#).

[Printer-friendly version](#) [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?](#)
- You can borrow items for 3 months
- You can renew books 6 times using My Library Account
- 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 (emeriti) 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.

RETIRED STAFF:

Loan Periods

Published on McMaster University Library (<https://library.mcmaster.ca>)

- 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

[Printer-friendly version](#) [PDF version](#)

[Users from other Universities / Reciprocal Borrowers](#)

Books from Mills, Innis, and Thode libraries: 2 weeks

ELIGIBILITY

- Faculty, Staff, Graduate Students and Undergraduates registered at a university in Ontario ([OCUL](#) members)
- 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 20 books may be borrowed from the circulating collections for two-week periods. 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, Innis or 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

OTHER SERVICES

Loan Periods

Published on McMaster University Library (<https://library.mcmaster.ca>)

- 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, Innis 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.

[Printer-friendly version](#) [PDF version](#)

[General Public / External Borrowers](#)

- Books from Mills, Innis, and Thode libraries: 2 weeks
- Limit of 20 items and 2 online renewals per item, excludes reserve materials

External Borrower cards are issued to individuals with a regular or continuing need for research and scholarly materials. There is an annual fee of \$60 for the card and borrowing limitations apply.

ELIGIBILITY

- Cards are issued to individuals with a regular or continuing need for research and scholarly materials.

APPLICATION

- Application forms are available at any Library Services Desk (during operational hours), but card payment can only be processed at the Mills Services Desk.
- 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
- Payment may be made by cheque, MasterCard, VISA or debit card. No cash, please.

RESPONSIBILITIES

- External 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.

Loan Periods

Published on McMaster University Library (<https://library.mcmaster.ca>)

- Cards may be used only by the holder and are not transferable.

LOAN PERIOD / BORROWING LIMITATIONS

- External Borrowers may check out circulating materials for a **two week** period.
- Up to **20 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.

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

- **External 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
- External borrowers should direct interlibrary loan requests to their public library or any other library with which they are affiliated.

[Printer-friendly version](#) [PDF version](#)

Source URL: <https://library.mcmaster.ca/services/borrowing-materials/sections/borrowing-materials-overview/accordion/loan-periods>