CIRCULATION AND BORROWING INFORMATION
NATIONAL UNIVERSITY ALUMNI ONLINE LIBRARY MEMBERS

Borrowing Privileges

Members of the Alumni Online Library living in the continental United States and Hawaii may now check out circulating books as part of their Online Library membership. Alumni living in the San Diego area should visit the Central Library to check out books. Remote alumni will use the Books Direct form on the Services page of the Library website: http://library.nu.edu/.

The $50 annual fee also entitles members to access NetLibrary e-books and EBSCO journal article databases. See the Alumni Services web page for more membership information: http://www.nu.edu/Community/AlumniandFriends/AlumniServices/OnlineLibrary.html.

Identification

Alumni Relations will notify the Central Library when a new member has joined the Online Library. The Central Library will then create an alumni account. This account will be valid for one year and entitles each user to check out all circulating materials.

Loan Periods

Books circulate for two weeks. When a book is checked out in person at the Central Library, it is due back in 14 days. Remote Alumni within the continental United States and Hawaii may check out books for 14 days plus shipping time. A maximum of five books may be checked out at one time.

Renewals

Alumni may renew each book one time. All overdue fines must be paid before a book can be renewed. After the book has been renewed once, it must be returned to the Central Library.

Overdue Books

The first notice of an overdue book is sent when the item is 7 days overdue, the second notice at 14 days; and a bill for replacement costs at 30 days.

Lost or Damaged Books

All borrowers are responsible for repair or replacement costs for lost or damaged books. The replacement cost is $30 plus a non-refundable $10 processing fee for each item not returned.

Fine Payment

Payment by cash, check or money order can be made in person at the library. Otherwise, checks or money orders made out to National University Library can be mailed to: National University Library Attn: Circulation Dept. 9393 Lightwave Ave San Diego, CA 92123.