



## Montgomery Library Policies

The library's collections are intended primarily for the use of students, faculty and staff of Westminster Theological Seminary. Alumni, faculty and students at other schools, as well as area residents and pastors are welcome to use the library facility free of charge, although a library card will need to be purchased in order to check out materials.

### Library Cards

WTS students, faculty and staff are issued IDs by the IT Department. Students from institutions that participate in reciprocal borrowing either through ATLA or SEPTLA, may apply for a free library card. WTS alumni, local pastors and members of the general public may purchase a library card in order to borrow books. *Please present your library card when borrowing materials.*

### Non-WTS Patron Fees and Borrowing Privileges

Patron Type**	Fee	Borrowing Term
WTS Alumni	5.00	1 year
ATLA/SEPTLA Faculty & Students	Free	One semester
Local Pastors	10.00 15.00	6 months 1 year
General Public	30.00 55.00	6 months 12 months

*\*\*New applicants must have their application processed by the Circulation Manager before they may borrow materials. Applications received after 4 pm or on the weekend will generally be processed the next business day.*

### Logging in to Your Patron Account Online

To login to your patron account, go to <https://newlibrary.wts.edu/patroninfo>. Enter your last name in the first field, followed by your patron barcode number in the second field and click 'Submit.' By logging in, you can view items checked out on your account, renew items or place holds on books that are currently checked out. In addition, you may save preferred searches and also 'opt in' to save your personal reading history if you wish to do so.

*It is the responsibility of the library patron to keep their address, phone number and email information accurate and to keep up with all correspondence from the library. WTS students should check their student email accounts for communication from the library.*

### Loan Period

The loan period for Reserve books is 2 hours. The loan period for all circulating materials is 28 days (four weeks), with the exception of DMin, PhD and ThM students who have a loan period of 90 days. All non-WTS patrons may check out up to 10 items at a time. *Library materials needed by students and faculty are subject to recall.*

### Renewals

Items that are not needed by other students or library patrons may be renewed up to three times. Renewals may be placed in person, by phone or online with your account login.

## **Hold and Recalls**

If a **hold** is placed on an item that is checked out of the library, the patron with the item will not be permitted to renew it. When the item is returned, the requestor will be notified via email and will have five days to pick up the item at the circulation desk. *Hold may be placed online through your library account or at the circulation desk.*

If a **recall** is placed on an item, the patron will have seven days to return the item. The due date will change to seven days from the recall date. After the new due date has past, fines will accrue at a rate of \$1.00 per day. *Recalls may only be made through the circulation desk.*

Hold and recalls are only available for currently enrolled students, staff and faculty of Westminster Theological Seminary.

## **Overdue Fines and Notices**

Overdue fines are \$0.25 per day. Overdue fines for reserve materials are \$0.50 per hour for the first hour and \$1.00 per hour thereafter. Three days before the due date, a courtesy email will be sent informing you of the pending due date. At one day overdue, an email message will be sent notifying you that the item(s) is overdue. Thereafter, notices will be sent every two weeks, up to four notices. After the fourth notice, the item will be declared lost. The fifth notice will be a bill. **Courtesy e-mails are not intended to take the place of the patron's responsibility to be up-to-date with their account.**

## **Lost or Damaged Books**

When a book is damaged, defaced or lost, the default cost is \$50. There is also a \$20 processing fee and a \$25 billing fee. After the item is replaced the patron account will be adjusted to reflect the actual cost of replacement, plus the processing and billing fees. **We cannot accept replacement copies of lost items.**

## **Unpaid Library Fines and other Charges**

A student who has outstanding library fines greater than \$25 will have their borrowing privileges suspended and will not be able to receive grade reports, to have transcripts sent, or to receive a diploma. Additionally, if the fines are greater than \$100 the student will not be permitted to register for a subsequent semester.

*External borrower's accounts will be suspended if there are any unpaid fines or lost books.*