

# Graduating Patrons & Alumni Account Policies

## Account Holds:

- A hold will be placed with the Registrar on the account of graduates who have not returned library items or who owe fines to the library by a date specified by the Registrar. Students who have not returned items or paid fines by the Monday of Graduation Week (or another date chosen by the Registrar) will not be allowed to participate in Commencement. Graduating students are to contact Mary-Carol Riehs, the Circulation and Public Services Librarian, in person, by telephone (847-866-3868), or email ([Mary-Carol.Riehs@garrett.edu](mailto:Mary-Carol.Riehs@garrett.edu)) to pay fines and have their library holds removed.

## Student Account Expiration:

- Student borrowing accounts expire on May 31<sup>st</sup> of the year of graduation.
- Graduating students are encouraged to apply for a free alumni library card.

## Alumni Library Cards:

- Alumni cards may be obtained Monday to Friday 8:30 am - 4:30 pm at the circulation desk.
- Alumni accounts are free to G-ETS and Bexley-Seabury Alumni
- Alumni Library Cards expire one year from the date they are issued and may be renewed with verification of current address.
- Alumni card privileges are extended only to The United Library's materials. Interlibrary Loan services, remote access to electronic databases (except ATLA Serials for Alums), and materials owned by the Northwestern library are not included with alumni card privileges.
- To obtain access to ATLAS for Alums (which is provided to alumni in good standing free of charge by The United Library) complete the status verification form on the library website (G-ETS alums [here](#) and Bexley-Seabury alums [here](#)). The user name and password will be emailed to the alums/a upon verification of graduation and good standing with the seminary.