

**We're here to help!**



Online chat service is available  
M-F 8:30 a.m. -4:30 p.m.

styberg.library@garrett.edu

847-866-3909

or just stop by!

### Regular Term Hours

**Monday** 8:00 a.m. 7:00 p.m.

**Tuesday** 8:00 a.m. 7:00 p.m.

**Wednesday** 8:00 a.m. 7:00 p.m.

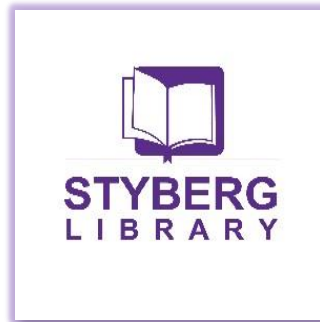
**Thursday** 8:00 a.m. 7:00 p.m.

**Friday** 8:00 a.m. 7:00 p.m.

**Saturday** **CLOSED**

**Sunday** **CLOSED**

Curbside pickup service available  
Monday-Friday 12noon – 4.30pm



## Borrowing Policies

*A guide to borrowing privileges for students, faculty, & staff.*

The Styberg Library

The Styberg Library

2121 Sheridan Rd  
Evanston, IL, 60201  
847-866-3909  
library.garrett.edu

**library.garrett.edu**

## Fines & Fees

### Lost Item Fine:

Assessed after an item is 30 days past due

\$125.00 Lost item replacement fee

\$10.00 Lost item processing fee

Replacement fee removed if item is returned or replaced.

Processing fee removed if lost item is returned.

### Late Item Fee:

Only assessed on reserve materials.

\$1.00 per hour/per item (up to \$30)

### Overdue Recalled Items:

\$1.00 per item per day (up to \$30)

## Blocked Borrowing Privileges

Overdue recalled items

Fines in excess of \$100.00

Max # items currently checked out

## Student Account Holds

Holds on your G-ETS student account.

Fines equal or greater than:

Returning Students: \$10.00

Graduating Students: \$1.00

## Borrowing Periods

User Group	Loan Period	Max # of Renewals	Max # of Items
Styberg Students	16 Weeks (112 Days)	3 renewals (448 days total)	250 items
Styberg Staff	16 Weeks (112 Days)	3 renewals (448 days total)	250 items
Styberg Doctoral Students	All items due 5/31	Unlimited renewals	500 items
Styberg Faculty	All items due 5/31	Unlimited renewals	500 items

\*DVD & CDs all circulate for 7 days

## Renewing Items

Items can be renewed online by signing into 'My Account' under the Library Search bar



## Requesting & ILL

Items from other Northwestern libraries may be requested by you online or in person.

If we do not have an item you need, we're happy to borrow it from another library outside our institution via Interlibrary Loan. Check out the forms under the "Services" tab on the library website.

## Reserve Items

Materials noted on G-ETS syllabi as required reading for a course are pulled from the regularly circulating stacks and placed "on reserve" behind the circulation desk.

See circulation attendant for reserve items

**Loan Period:** 2 hours in-library use

**Overnight Check-Out:** If you check-out a reserve item within 2 hours of the library closing time, the item will not be due back until the next time the library opens.

First come, first served  
\$1.00 per hour/per item late fee