

# Quick Start Guide to The Styberg Library



## Access Credentials

### Garrett ID Card

Your Garrett ID card is also your library card and your print card.

Use it to access The Styberg Library & Northwestern Libraries.

**Problems?** Stop by the library M-F 8.30am - 4.30pm

### NetID

Your NetID is your passport to accessing all online library materials.

Use it to sign into your library account on the library website and Wi-Fi network.

**Problems?** Contact Garrett IT

## Borrowing Policies

| User Group                | Loan Period        | Max # of Renewals           | Max # of Items |
|---------------------------|--------------------|-----------------------------|----------------|
| Styberg Students          | 12 Weeks (84 Days) | 3 renewals (365 days total) | 250 items      |
| Styberg Doctoral Students | All items due 5/31 | Unlimited renewals          | 500 items      |

  

| Special Item | Loan Period | Note   |
|--------------|-------------|--|
| Reserves     | 2 Hours     | In-Library Use Only<br>*Overnight checkout begins two hours before closing<br>Due back the next time the library opens at opening time |
| DVDs & CDs   | 7 Days      |  |
| Laptops      | 3 Hours     | In Building Use Only   |

## Fines & Fees

| Item          | Late Fine                        | Max Fine |
|---------------|----------------------------------|----------|
| Reserve       | \$1.00/hr or part thereof        | \$30.00  |
| Laptops       | \$1.00/hr or part thereof        | \$30.00  |
| Recalled Item | \$1.00/day after recall due date | \$30.00  |

  

| Lost Items                       | Fees                     | Note   |
|----------------------------------|--------------------------|--|
| Applied 30 days after due date   | \$125.00 Replacement fee | If item is returned, replacement fee, but not processing fee, will be removed. |
| *No daily fees for overdue items | \$10.00 Processing fee   |  |

- Overdue, recall, and fine notices are sent to your Garrett email.
- You are responsible for keeping track of items and their due dates.
- Renew items online by logging into your account through the library website

## Printing, Copying, & Scanning

| Type          | Single-sided | Double-sided |
|---------------|--------------|--------------|
| Black & White | \$0.05       | \$0.08       |
| Color         | \$0.25       | \$0.48       |
| Scanning      | free         | free         |

- Stop by to set up your print account.
- Money must be added (cash or check) to your print account to use it.
- Money on your account rolls over from semester to semester.