

# Quick Start Guide to The Styberg Library

## Access Credentials

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### 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 most online library materials. (Some eBooks require Garrett (Outlook/Moodle) credentials)
- Use your NetID to sign into your library account on the library website and Wi-Fi network.
- **Problems?** Contact [technology.support@garrett.edu](mailto:technology.support@garrett.edu)

## Borrowing Policies

User Group	Loan Period	Max # of Renewals	Max # of Items
Garrett Students/Staff	16 Weeks	3 renewals	250 items
Garrett Faculty and Doctoral Students	All items due 5/31	Unlimited renewals	500 items

  

Special Item	Loan Period	Note
Reserves	2 Hours	In-Library Use Only
DVDs & CDs	7 Days	
Laptops	3 Hours	In-Building Use Only

## Fines & Fees

Item	Late Fine	Max Fine
Reserve	\$1.00/hr	\$30.00
Laptops	\$1.00/hr	\$30.00
Recalled Item	\$1.00/day after recall due date	\$30.00

Lost Items	Fees	Note
Applied 30 days after due date *No daily fees for overdue items	\$125.00 Replacement fee \$10.00 Processing fee	If item is returned, replacement fee and processing fee will be removed.
<ul style="list-style-type: none"> <li>Overdue, recall, and fine notices are sent to your Garrett email.</li> <li>You are responsible for keeping track of items and their due dates.</li> <li>Renew items online by logging into your account through the library website.</li> </ul>		

## Printing, Copying, & Scanning

Type	Single-sided	Double-sided
Black & White	7¢	10¢ / sheet
Color	30¢	60¢ / sheet
Scanning	free	free

\*Stop by the Circulation Desk to set up your print account.

### Information Desk

Need help getting started with research or have a question about finding/using library resources?

We're here for you!

### In-person hours at the Circulation Desk:

M-F 10:00am-11:00am  
2:00pm-3:00pm

### Find us online: [library.garrett.edu](http://library.garrett.edu)

Workshop Schedule  
Video Tutorials  
Research Guides  
& more

**Chat service:** M-F 8:30 a.m. – 4:30 p.m.

**Phone:** 847.866.3909

**Email:** [styberg.library@garrett.edu](mailto:styberg.library@garrett.edu)

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