

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 for accessing most online library materials.
 - Some eBooks require Garrett credentials
- Use your NetID to sign into your library account on the library website and Wi-Fi network.
- **Problems?** Contact 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
Laptops	3 Hours	In-Library Use Only
DVDs & CDs	7 Days	

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.

- 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	\$0.07/sheet	\$0.10/sheet
Color	\$0.30/sheet	\$0.60/sheet
Scanning	free	free

*Funds can be added through the uniFLOW portal: garrett.us.uniflow.com

Information Desk

Need help getting started with research or have a question about using library resources? We're here for you!

In-Person at the Circulation Desk

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

Find us online: library.garrett.edu

Research Guides, Video Tutorials, Workshop Schedule, and More

Chat Service

M-F 8:30am-4:30pm

Phone

847.866.3909

Email

styberg.library@garrett.edu

Social Media

[Facebook.com/styberglibrary](https://www.facebook.com/styberglibrary)

[Instagram.com/styberglibrary](https://www.instagram.com/styberglibrary)

[YouTube.com/@styberglibrary](https://www.youtube.com/@styberglibrary)