
Frank S. DiPietro Library at Franklin Pierce University

SERVICES FOR GUEST BORROWERS



As a guest borrower, you are welcomed to use the Frank S. DiPietro Library and are extended use and borrowing privileges, assuming continued responsible use.

ABOUT THE LIBRARY

In support of its educational mission, the Frank S. DiPietro Library at Franklin Pierce University Library provides a comfortable, open-stack environment for study and research. The primary commitment of the Library is to the University's curriculum and its programs. The Curriculum Library includes a wealth of resources related to K – 12 teaching and learning and children's literature.

GETTING A LIBRARY CARD

Present your valid driver's license or other standard picture ID that indicates your current address and complete an application for borrowing privileges at the Circulation counter. We will issue you a library card at the time of your first visit (please read about children using the Library). There is an annual charge for \$30 for an individual card or \$50 for a family card for residents outside of Jaffrey or Rindge, with the exception of current ConVal students, and persons affiliated with Franklin Pierce. Payment is at time of service by cash or check.

You will be required to present your library card in order to be able to temporarily check out a card that will allow you to log into the computer in order to search the catalog, the internet, print from the computer, or make photocopies. This login card is checked out to you for 2 hours and must be returned to the Circulation counter.

LOAN PERIODS & RENEWALS

Items from the circulating collection include audiobooks, books, CDs, DVDs, and videogames. Non-circulating items include reference materials, special collections, and periodicals but these materials are available to you during your visit to the library, in addition to access to online databases. **Guest patrons may borrow a combined total of 10 items at any one time, but are limited to checking out 4 DVDs and 2 videogames at any one time. Books, audiobooks, and CDs circulate for 21 days and may be renewed twice for the length of the loan period if no one else has requested them. DVDs and videogames may be checked out for 1 week and renewed once if no one else has requested them.**

Keep your account in good standing by renewing or returning items on time. All items are stamped with the due date but if you need to be reminded what is due when or need to renew items you can contact the Circulation Department (see other side for contact information).

OVERDUE FINES & OTHER FEES

Movies & videogames returned or renewed more than 7 days late are assessed a \$21.00 fine per item. Other types of materials returned or renewed more than 3 days late incur a fine of .25 cents per day per item. Overdue notices are emailed the day an item becomes overdue. The maximum fine limit is \$21.00 before being blocked from borrowing additional items. Any item more than three weeks overdue be considered lost and you

will be billed \$50.00 per item for its replacement and processing. A lost videogame is billed \$60.00 per item. An item returned damaged may also be billed 50.00. The library reserves the right to charge a higher rate for an unreturned or damaged item, depending on the particular item. Borrowing privileges may be suspended based on unpaid fees or amount of lost items.

CHILDREN USING THE LIBRARY

We welcome children's use of the Library. Many schoolchildren, home-schooled, teachers and families use the Library regularly. Parents need to sign the borrower application for a minor (under age 18) and accept financial responsibility for fines and fees. We also ask that parents accompany children to the Library and set behavior expectations and be aware that students are studying. Please note that we do not monitor children's use of the Internet nor do we limit borrowing based on type of content or movie ratings.

REFERENCE SERVICES

We welcome on-site reference questions from guests as long as this does not diminish our ability to serve our primary clientele. License agreements for all third party databases are limited to current Franklin Pierce students, faculty and staff. For this reason we cannot extend remote access to guest borrowers

EXHIBITS

The Library welcomes exhibits by student clubs and local nonprofit organizations. Please contact the Director of Library Services for stipulations, exhibit case dimensions and scheduling information.

DONATIONS

The Frank S. DiPietro Library welcomes donations of materials but reserves the right to decide whether or not to accession donated items depending on their usefulness and relevance to the collection as a whole. For more information about materials or monetary donations please contact the Director of Library Services.

FRIENDS OF THE LIBRARY

Our fledgling Friends of the Library group has a significant number of area residents on its roster. Please consider a membership. We want to increase the role that the Friends group plays.

LIBRARY HOURS

During the academic year, the Library is open:

Sunday	12:00 noon-midnight
Mon.-Wed.	7:45 am-midnight
Thursday	7:45 am-11:00 pm
Friday	7:45 am- 8:00 pm
Saturday	10:00 am-6:00 pm

Please note that hours during the summer and semester breaks are reduced. Please call 899-4140 or check the webpage for details.

THE FINE PRINT

Use of the Library is a privilege, not a right. Library use and borrowing privileges can be suspended or revoked if circumstances so warrant. Typical reasons for loss of privileges include, but are not limited to, disruptive behavior, theft, unreturned or damaged materials, escalating fines or fees, or inappropriate use of computers.

OTHER SERVICES

Printing & copying charges are 10 cents per page for black & white ink and 30 cents per page for color ink. Payment is at time of service by cash or check. Fax service is not available.

Contact information:

Circulation Department:

603-899-4140;

circulationdesk@franklinperce.edu

Reference Department

603-899-1149;

reference@franklinperce.edu

Director of Library Services:

603-899-4142

Library webpage

<http://library.franklinperce.edu>

Frank S. DiPietro Library

Franklin Pierce University

40 University Road

Rindge, New Hampshire 03461

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