

# Mildred F. Sawyer Library

## *Terms of Use*

This form is intended to inform you of the terms of use for the library's materials and services.

### ***Library Laptops:***

- 1) In order to borrow a laptop, a patron must:
  - a. Be a student or faculty of the College of Arts and Sciences, the Sawyer Business School, or NESAD.
  - b. Be a borrower in good standing.
- 2) Laptops may not leave Sawyer Library. There are no exceptions.
- 3) Patrons are responsible for laptops loaned to them at all times. Therefore:
  - a. **Laptops should not be left unattended.**
  - b. Patrons will be charged for any damage to a laptop loaned to them beyond normal wear and tear.
  - c. Patrons are forbidden to attempt to change any program or setting on a borrowed laptop or download any software or applications.
  - d. Patrons noticing a hardware or software problem should report it immediately to Circulation Staff. Otherwise, they may be liable for the damage.
- 4) There is no time limit on laptops, but they **must** be returned 30 minutes prior to closing.

### ***Group Study Rooms:***

The Sawyer Library has group study rooms available for use by students attending the College of Arts and Sciences, the Sawyer Business School, or NESAD. Several four-seat study rooms are available on a first come, first served basis. All six-seat study rooms require a reservation. Reserve a study room using the "[Book a Group Study Room](#)" link on the library's home page. Reservations may be made for up to two hours per day per student. Reservations are accepted up to two weeks in advance. Rooms may not be reserved for a full day. Group study rooms may not be used as office or classroom space.

- In order to maximize library space, rooms must be in continuous group use. **At least one person must be present in the room at all times.** If a lone occupant is asked, they must be able to produce another occupant within 10 minutes. **Rooms found dark will be considered to be abandoned.**
- Rooms are not soundproof. **Respect other library patrons by keeping noise to a minimum.**
- If one person is occupying a 4 seat study room, a group may ask that person to leave. **Groups take precedence in study room use.**

### ***Course Reserves:***

- Required textbooks for each course are placed on [reserve](#) under the Course # and Instructor Name.
- There is a **two hour time limit** on all course reserves. At the end of the two hour limit, return the book to the circulation desk, if no one else is waiting you may be allowed to renew the reserve.
- Course reserves are for in-library use only and a valid, current Suffolk University ID is required, on rare occasions other ID may be accepted.
- **Failure to return a reserve book may result in your account being blocked for 7 days. A second offense will result in a semester long suspension of borrowing privileges on reserve materials.**

Damage to course reserve materials will be the responsibility of the patron. Be courteous to others and refrain from tearing pages out of course reserve materials.

### ***Circulating Library Books:***

Books shelved in the general stacks on the 4th floor may be borrowed for 28 days, plus three (3) renewals. To borrow books, you must have a valid Suffolk ID. You may borrow an unlimited number of circulating books.

Due dates are indicated on the receipt printed at the end of your transaction. Library privileges may be restricted if items are not returned on time. Use the [online catalog](#) to identify the books Sawyer library owns, and to [renew books](#) you have already checked out.

If your account becomes restricted you have the following options in order to restore your access to library resources:

- 1) Locate and return your overdue materials.
  - a. Return the items in person to the Circulation desk at Sawyer Library.
  - b. Upon check in, your access to library resources will be restored.
- 2) Purchase replacements for your overdue materials.
  - a. Replacement copies must be in good condition and of the same edition as the missing material.
  - b. Please deliver replacement material to the main Circulation desk at Sawyer Library with this form.
  - c. Once it is accepted, restrictions on your library account will be cleared.
- 3) Pay for the replacement of missing materials plus a \$50 fee per item.
  - a. Cost of replacement is based on the retail, non-discounted price listed on Amazon.com.
  - b. Payment will be accepted at the Circulation Desk.

### ***Kindles:***

The Library has Kindles available for checkout. Each Kindle can be borrowed for 28 days, and may be eligible for up to three (3) renewals. One eBook may be downloaded onto the Kindle with your first checkout, granted we do not already own a physical copy of the book.

### ***Other items available for checkout include:***

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| <p><u>Two Hour Checkout</u></p> <ul style="list-style-type: none"><li>• USBs (2 hours)</li><li>• Group Study Room Supplies</li><li>• Noise Cancelling Headphones</li><li>• Headphones</li></ul> | <p><u>All Day Checkout</u></p> <ul style="list-style-type: none"><li>• Phone chargers (iPhone and Android)</li><li>• USB Mice</li></ul> |
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### ***At Closing Time:***

All reserve books, laptops and study room keys must be returned to the Circulation Desk 30 minutes prior to closing.

Research computers (on the second floor) turn off at 15 minutes prior to closing.

### **Failure to comply with these Terms of Use can result in:**

1. Loss of laptop privileges.
2. Loss of access to other library resources, including Reserves and Group Study Rooms.
3. Fines and fees for laptop repair and replacement.
4. Students who fail to comply with these terms of use may be referred to the Student Conduct System for disciplinary action.