<table>
<thead>
<tr>
<th>Address Changes</th>
<th>Admission to the Libraries</th>
<th>Alumni and Special Borrowers</th>
<th>Course Reserves</th>
<th>Electronic Reserves</th>
<th>Reserves Fines and Charges</th>
<th>Reserves Loan Periods</th>
<th>Emergency Evacuation</th>
<th>Finding Library Materials</th>
<th>Fines and Charges, General Items</th>
<th>Inter-Library Loan (ILL)</th>
<th>Item Holds and Recalls</th>
<th>Loan Periods: Regular Items</th>
<th>Lost or Stolen Capstone IDs</th>
<th>Lost and Found</th>
<th>Renewals</th>
<th>Returns</th>
<th>Suspension of Library Privileges</th>
<th>Viewing Catalog and Circulation</th>
<th>Records Online</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDRESS CHANGES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HULS encourages its patrons to keep their addresses and other contact information current in the WRLC library account manager module, MyLibraryAccount.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADMISSION TO THE LIBRARIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All persons visiting HULS libraries must present a valid Howard University (HU) Capstone™ ID card or other valid photo identification (i.e., driver's/non-driver's license, consortium institution ID, HU employee ID, etc.).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• All visitors’ identification must be checked and verified (photo and ID holder matched) by the Security Officer or Campus Police Officer on-site before permission to proceed into the library can be granted.
• Only HU students, faculty, and staff with valid ID will be admitted to any HULS facility between the hours of 12:00 midnight–8:00am.
• For the safety and well-being of all, children under age 12 are NOT allowed in HULS facilities. Children aged 12-17 MUST be accompanied upon entrance, and while they are in the library they MUST be supervised at all times by a responsible adult. (Exceptions: minor children participating in library tours or University-sponsored educational programs are admitted if accompanied at all times by an authorized university official; children of HU personnel based in the library building are admitted per current University policy if supervised at all times).
• University supervisors and personnel are expected to help ensure safe and danger-free working conditions at all times. Toward that end, they must take necessary action to limit the presence of children in the work place. Unsupervised children will be reported to the Campus Police for necessary action.

ALUMNI AND SPECIAL BORROWERS

Alumni

The privilege of borrowing books from Howard University Libraries is one of the many privileges Howard University alumni enjoy. The only prerequisite is current membership in the Howard University Alumni Association (HUAA).

Alumni may establish or renew membership in HUAA for an annual fee of $35, which entitles them to borrowing privileges for one-year, and they have the option of renewing their membership on an annual basis.

Current members of HUAA receive a membership card that identifies them as alumni in good standing for HULS purposes. To establish or renew borrowing privileges at HULS, alumni must present their HUAA membership card and a government-issued form of photo identification to library staff at the Circulation Desk (Access & Media Services) in Founders Library.

Validated alumni may borrow up to four items at one time for a period of three weeks. Alumni may also renew non-Reserve materials borrowed online.

Alumni will not be charged to borrow items, but their library borrowing privileges may be revoked if they lose or fail to return three items by the due dates.

Alumni may borrow Reserve items for a period of two hours, but they cannot remove Reserve items from the library.
If materials checked out by alumni are needed for Reserves or by faculty, students or staff members, those materials may be recalled. All books are subject to recall after they have been checked out for at least 14 days. Alumni will be notified by email or phone and will have seven (7) days from the date of recall to return the book before recall fines are assessed.

**Faculty Emeriti**

In accordance with the [Howard University Faculty Handbook](#), faculty emeriti are entitled to full library borrowing privileges in and use of all HULS facilities.

**Retired Faculty**

Full library borrowing privileges in and use of all HULS facilities are also granted to tenured Howard University faculty members who have at least 10 years’ full-time service upon retirement (and who automatically attain emeritus status) and to those retired faculty members who are granted emeritus status by specific action by the Board of Trustees.

**BILLING**

Patrons who check out HULS materials but fail to return those items before they are 30 days overdue will be billed for the full cost of the items—plus any accrued fines and a $15.00 processing fee. If the items are returned in acceptable condition, the cost of the items will be deducted from the bill. Overdue items must be returned directly to a Circulation Desk (Access & Media Services) staff member to be credited.

Howard University students will not be granted graduation clearance or be eligible to receive copies of their official transcripts until they have paid any and all outstanding library fines.

**BORROWING ELIGIBILITY**

HULS materials are available for loan to the following:

- Capstone ID-validated Howard University students, faculty, and staff;
- Eligible students, faculty and staff of WRLC member institutions;
- Reciprocal borrowers from other institutions,
- Cross-registered students, and
- Authorized special borrowers.

**CELL PHONE USE**

If you need to use your cell phone while in the library:

- Please put your phones on vibrate
- Please use your cell phone in the stairwells or vestibules

**CODE OF CONDUCT**

No food or drink (other than plain water) is allowed in the public areas of the Library. No beverages of any kind are permitted at HULS computer workstations. Patrons are allowed to eat ONLY in the Student Lounge of the Undergraduate Library (currently closed).

Smoking is prohibited on library premises.

A courtesy telephone is provided at the Founders Library Circulation Desk (Access & Media Services) for on-campus, library-related calls ONLY.

Approval must be obtained from the HULS Director or Facilities Administrator before any picture taking, filming, or videotaping can be conducted on library premises.

No loud conversations, loud music, or other disruptive noises or behavior will be tolerated.

Postings on library premises must be approved by the Office of Student Affairs and placed only in designated areas of library.

No unauthorized solicitations are allowed.

No weapons, firearms, animals, or other pets are allowed in HULS facilities. Exception: Seeing-eye dogs.

Student library users must adhere to the [Student Code of Conduct](#) and [University Regulations](#).

**COMPUTER USE**
The computing and networking resources available in and to Howard University Library System (HULS) are provided to support the educational and curriculum-related research needs of the patrons of its libraries and Howard University. Library computing and networking users must comply with the Howard University Acceptable Use Policy for Computer and Network Systems and with the University’s Enterprise Technology System (ETS) Computer Lab Policy.

For Howard University students, faculty, and staff:

- Howard University students, faculty and staff with valid Howard University identification cards have priority over other users.
- Computers are available to Howard University students, faculty, and staff on a first-come, first-served basis.
- No advance reservations are required. When there is a wait for computers, anyone using a computer for recreational purposes rather than academic research may be asked to relinquish the computer.
- Anyone leaving a computer unattended for more than 15 minutes may lose their station if others are waiting. Unattended belongings are not the responsibility of the HU Library System.

For Non-HU Patrons:

- Computers are available for use by non-HU patrons (for example, patrons from WRLC, CIRCLA, or other consortia institutions) visiting the libraries to conduct research.
- Computers are not available for the general public’s use for extended time periods.

Use of Computing and Networking Resources:

Desktop computer workstations are available for use in the Founders Library and other HULS facilities, but the use of personal laptops and portable computing devices is encouraged. Patrons are welcome to connect their devices to the Library System’s wireless networks. Please consult a library staff member if you experience problems logging on to a network.

HULS technical services staff monitor patrons’ use of the libraries’ on-site computer workstations to ensure the security and operating performance of HULS-owned computing equipment and networks. Patrons are not allowed to tamper with the on-site computers, printers, networks, or devices. Patrons are expected to inform library staff of any equipment or other technical problems they encounter.

As in all aspects of University life, a user of computing facilities should act honorably and in a manner consistent with ordinary ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong when done in the context of computing as they are in all other aspects of
University conduct. Individuals should use only use those computing facilities they have been authorized through ordinary channels to use. They should use these facilities:

• in a manner consistent with the terms under which they were granted access to them;
• in a way that respects the rights and privacy of other users;
• so as not to interfere with or violate the normal, appropriate use of these facilities; and
• in a responsible and efficient manner.

**Use of Networked Printers**

• Printers are available for limited use by HULS patrons. Patrons are allowed to print no more than thirty (30) pages per day. The number of pages printed per patron is tracked by way of patron log-on to the Libraries’ computer network.

**Code of Conduct for Computer Users**

HULS computing resources are not to be used for commercial purposes or non-University-related activities without prior written permission. Individuals should respect the rights and privacy of other authorized users. Thus they should respect the rights of other users to security of files, confidentiality of data, and the ownership of their own work. Users should refrain from:

• using the computer access privileges of others;
• accessing, copying, or modifying the files of others without their explicit permission;
• illegal copying of software or data; and
• harassing others in any way or interfering with their legitimate use of computing facilities.

Individuals should not attempt to interfere with the normal operation of computing systems or attempt to subvert the restrictions associated with such facilities. They should obey the regulations affecting the use of any computing facility they use.

The purpose of the following list is to aid in interpreting the above general principles. This list should in no way be construed as comprehensive. Examples of actions in violation of these principles are:

• copying of licensed or copyrighted software not permitted by law or by contract;
• sending harassing or libelous electronic mail;
• sending electronic mail fraudulently, for example, by misrepresenting the identity of the sender;
• utilizing a loophole in a computer's operating system or knowledge of a privileged password to damage a computer system or to gain access to a system or resource which one is not authorized to use;
• using University libraries computing facilities for commercial purposes without prior arrangement;
• knowingly allowing another person to use your account privileges for improper purposes;
• turning in someone else's paper or computer program as your own work;
• allowing someone else to turn in your paper or computer program as their own work;
• reading someone else's electronic mail without their permission;
• using University Libraries facilities to gain unauthorized access to computer facilities off-campus; and
• intentionally using an abnormally large amount of resources, such as processing time or disk space, without prior permission.

Disciplinary Actions Relating to Computer Use

Reasonable suspicion of a violation of the principles or practices described in the above-noted policy statements may result in disciplinary action. Such action will be taken through appropriate University channels. Violation of State or Federal statutes may result in civil or criminal proceedings. Nothing in these statements diminishes the authority and responsibility of University administrators to take remedial action in the case of possible abuse of computing privileges. To this end, the HULS administration, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users, or who refuse to cease improper behavior may have their use privileges revoked.

CONSORTIUM PATRONS AND LOAN SERVICES

HULS belongs to the following library consortia: Chesapeake Information and Research Library Alliance (CIRLA), the Washington Research Library Consortium (WRLC), the Washington Theological Consortium (WTC), and the Online Computer Library Center (OCLC) Reciprocal Faculty Borrowing Program.

Chesapeake Information and Research Library Alliance (CIRLA)

CIRLA libraries include Howard, Georgetown, George Washington, and Johns Hopkins universities and the universities of Maryland and Delaware. CIRLA
members agree to extend direct, reciprocal, in-person borrowing privileges to graduate-level students from member universities and researchers and fellows from member federal agencies.

*Online Computer Library Center (OCLC)* Reciprocal Faculty Borrowing Program

Faculty members of any *institution that participates in the OCLC Reciprocal Faculty Borrowing Program* may be granted direct borrowing privileges at the participating institutions libraries. The faculty member must obtain an OCLC Reciprocal Faculty Borrowing Program card from his/her home institution and present it along with a current photo ID at the Founders Library Circulation Desk (Access & Media Services). The requester will then be issued a special OCLC library borrower ID card.

*Washington Research Library Consortium (WRLC)*

The *WRLC's Consortium Loan Service (CLS)* enables eligible HULS patrons to borrow items not available at Howard University. HU students, faculty and staff can request materials from WRLC-member libraries (American, Catholic, Gallaudet, George Washington, Georgetown, George Mason, and Marymount universities and the University of the District of Columbia) and have them delivered to the Founders Library Loan Desk within 48 hours. Articles requested through *CLS* are delivered directly to the authorized requestor via email.

To use this service you will need to register your email in *MyLibraryAccount*. For more information, please contact the Access Services Desk

*Washington Theological Consortium (WTC)*

Howard University faculty and Howard University School of Divinity graduate students who hold a current valid ID from a WTC school are eligible for borrowing privileges at the Howard University School of Divinity’s Library during the academic year.

**COPYING AND PRINTING**

Self-service photocopying machines are located in Founders Library (2nd Floor Circulation Hall) and in each of the HULS branch libraries. Please note the following:

- The photocopiers do not accept cash.
- The photocopiers accept only encoded, prepaid, stored-value *Bison One* vending cards which are available for purchase from the *Howard University iLab* (2301 Georgia Avenue NW, Washington, DC 20059; 202.806.0650).
- The cost of a blank *Bison One* vending card is $1.00.
• Bison One card values can be replenished online (from $10 up to $500) using Visa, MasterCard, or Discover at www.howard.edu/myBisonID.

The cost for copying is $0.15 cents per copy/page.

Printers networked to the on-site desktop workstations are available for limited use by patrons at all HULS facilities. Patrons are allowed to print no more than thirty (30) pages per day. The number of pages printed is tracked by way of patron log-on.

For assistance with photocopying or printing equipment, see library staff.

COURSE RESERVES

The term reserves refers to materials which at the request of Howard University faculty, are placed in an area for limited access to HULS library patrons. Reserve materials may be in paper, multimedia, or electronic format. Some reserve materials are the personal copies of faculty members.

Materials placed on reserve by Howard University faculty members are kept in closed stacks. Please ask for these materials at the Circulation Desk (Access & Media Services). Reserve materials are also available online via the WRLC Catalog for specific courses.

All reserves are limited to use by Howard University students, faculty, and staff. You must have a current Howard University ID to view reserve materials.

Faculty desiring to place materials on reserve may do so by visiting the Course Reserves page on the HULS website or by calling 202-806-7250.

Finding Reserves

To access library reserve materials, students must first look up the call number for the material in the Reserve Material Listings located at each Circulation Desk (Access & Media Services), or go to the Course Reserves page. Materials may be looked up by instructor's last name or course title. Students must present a current CAPSTONE ID card with a validation sticker for the current semester to view any reserve material. Most reserve materials are for in-library use only. Some may be designated for overnight use.

Electronic Reserves

Many course reserve items are also accessible online via Internet, on- or off-campus. A Howard University Computer Access Code (user name and password) are required for viewing e-reserves.
**Reserve Item Loan Periods**

Most reserved items are loaned for two (2) hours for in-house use and may be renewed if not requested by another patron. Some items may be charged for use overnight. Overnight items may be taken out one (1) hour prior to library closing, or as otherwise approved, and must be returned the next business day within one (1) hour after the library opens. Other loan periods vary from 1 to 7 days.

**Reserve Item Fines and Charges**

- Hourly Loans: $.05 cents per minute
- 1-to-2-day Loans: $3.00 per day
- 3-to-7-day Loans: $5.00 per day

The fine for a lost reserve photocopy is $35.00

**EMERGENCY EVACUATION**

In the event of an emergency, please follow instructions from official personnel or visit the website for [Emergency Evacuation Guidelines](#).

**FINDING HULS MATERIALS**

When an item is not located in the library stacks, users may complete a search request form and leave it at the Circulation Desk (Access & Media Services) for staff follow-up.

Reserve, reference, periodical, and audiovisual materials DO NOT circulate outside of their immediate reading/study areas.

General circulation services end 15 minutes prior to library closing. The stacks close 30 minutes before closing.

All HU students, faculty, and staff may request items not available at HULS through the Interlibrary Loan Service.

HU students can borrow directly from any WRLC member institution. HU graduate students and faculty may obtain a CIRLA card to get borrowing privileges at the University of Maryland, Johns Hopkins University, and the University of Delaware (see CIRLA-Direct Reciprocal Borrowing). Faculty may register for an [Online Computer Library Center (OCLC) Reciprocal Borrower's Card](#) to use at participating ARL-
member libraries throughout the United States. Inquire at the Circulation Desk (Access & Media Services) in Founders Library.

FINES AND CHARGES (NON-RESERVE ITEMS)

Fines are established in accordance with the Washington Regional Library Consortium to encourage the fair and efficient use of library materials. They are as follows:

- Daily fine per book (for books not recalled) $0.25 per day
- Maximum overdue fine for not recalled books $10.00
- Daily recall fine $5.00 per day
- Maximum recall fine $25.00
- Lost book replacement fee $67.00
- Processing Fee $30.00
- Late fee $10.00

Borrowers will be billed for the cost of any item plus a $15 processing fee for any item mutilated, torn, or altered in any manner.

INTER-LIBRARY LOAN (ILL)

HULS’ Inter-Library Loan (ILL) service enables Howard University students, faculty, and staff to obtain materials not available on campus from a national inter-library lending network.

As an OCLC lending participant, HULS facilities lends materials from its circulating collection to non-OCLC participating libraries and institutions. HULS also has reciprocal arrangements with the Chesapeake Information and Research Library Alliance (CIRLA), Historically Black Colleges and Universities (HBCUs), the Washington Research Library Consortium (WRLC), and other academic libraries and institutions, as well as various agencies of the US and District of Columbia governments.

The online ILL Request Form may be used only by Howard University students, faculty, and staff. Lending requests are processed at the Founders Library for all HULS collections, except for the Moorland-Spingarn Research Center, and for the University’s professional libraries (Health Sciences and Law). View the respective ILL policies of the Health Sciences Library, the Law Library, or
contact the Moorland-Spingarn Research Center directly for more information; or contact the HULS ILL Department in Founders Library Room 233. Phone: (202) 806-5670; Fax: (202) 806-7271; Email: marcus.haynes@howard.edu.

**ILL Lending Charges**

HULS lends circulating items and provides photocopies free to reciprocal lending institutions (i.e., HBCU libraries, CIRLA, WRLC, academic/public libraries, and government agencies). Other organizations including law firms and private organizations are charged as follows:

- **Nonprofit Institutions:**
  Books $15 processing fee/item, plus $15 for rush requests/item; articles: $10 processing fee up to 25 pages/item + $0.25/page for over 25 pages; $15 extra for rush requests/items.

- **Businesses, including law firms:**
  Books $15 processing fee/item, $15 extra for rush requests/items; no photocopied items. Charges must be prepaid to HULS.

- **Fax copies of requested items** can be sent free to reciprocal academic libraries and institutions, and to agencies of the US and District of Columbia governments. All other borrowers will be charged a $10.00 fee.

- **Express Delivery:** $24.00 for unbound volumes, and $37.50 for bound volumes.

- **Other copyright restrictions and charges** may apply to ILL materials circulating from HULS or other Howard University libraries. HULS reserves the right to use its discretion to refuse any ILL request that violates the copyright stipulation below:

  “The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and other archives are authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction is not to be ‘used for any purpose other than private study, scholarship, or research.’ If the user makes a request for and later uses a copy or reproduction for purposes in excess of ‘fair use’, that user may be liable for copyright infringement.”
ITEM HOLDS AND RECALLS

HULS patrons may request that a hold be placed on any book charged out to another patron. To place a hold request, use the WRLC Catalog to locate the book(s) you want and contact any HULS Circulation Desk (Access & Media Services) to request that the item(s) be placed on hold. All borrowed items are subject to recalls and holds.

You will receive a notice when an item you requested is ready for pickup. You can check the status of your holds online by selecting "Display Held Items" option while viewing your circulation record in MyLibraryAccount.

LOAN PERIODS: REGULAR ITEMS

Books and other HULS materials are loaned for the following periods:

- Undergraduate students, 4 weeks
- Graduate students, 6 weeks
- Faculty, 4 months

LOST OR STOLEN IDs

HULS patrons are accountable for materials checked out before their ID is reported lost or stolen. Report lost or stolen IDs to Circulation/Access & Media Services Desk staff as soon as possible.

LOST AND FOUND

The HULS Lost and Found is located at the Circulation desks (Access & Media Services) of each HULS facility.

RENEWALS

There is no limit on the number of regular items a borrower may renew, if not flagged or blocked for library obligations. Materials checked out at an HULS library may be renewed at any HULS library. Eligible patrons are also allowed to renew circulating items using MyLibraryAccount but may be required to provide verification of renewal at any Inspection or service desk to library staff or
security personnel. See also Suspension of Privileges and Item Holds and Recalls.

RETURNS

Materials may be returned to the Circulation Desk (Access & Media Services) at any library or deposited in the book drops of any library. Do not leave books at the Circulation Desk. Do not return overdue or reserve materials in the outside drop when the library is open. Receipts are available upon request.

SUSPENSION OF LIBRARY PRIVILEGES

Borrower's privileges are suspended when total fines reach $25.00.

VIEWING CATALOG AND CIRCULATION RECORDS ONLINE

Patrons may view their borrowing record and due dates at any time using MyLibraryAccount. MyLibraryAccount provides HULS patrons with lists all materials checked out via the shared, online WRLC Catalog. It also notifies patrons about recalls of requested materials and pick-up dates for items requested via the CLS.