

Title: Library Loan and Access Privileges Policy	Policy Category: Administrative
Issuing Authority: Provost	Responsibility: Provost's Office
Publication Date: 11/18/2022	Next Review Date: 11/18/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

A. Main Campus Libraries

Registered students, actively employed staff and affiliated employees possessing a University issued photo ID card are eligible to borrow library material. For eligible patrons who are not in the Library's Patron File, borrowing privileges will be issued upon presentation of required credentials and completion of a Patron Registration Form.

A Library Courtesy Card will be issued by Circulation Department staff, to individuals who are:

- Members of organizations designated by the President
- Friends of the Library
- Stony Brook Alumni
- Research staff at Brookhaven National Laboratories and Cold Spring Harbor
- Visiting scholars
- Participating in the Long Island Library Resources Council's Research Loan Program
- Open access borrowers (from other SUNY campuses)
- Members of the Osher Lifelong Learning Institute (OLLI)

Residents of the community and the State of New York may use the collections and facilities, but are not eligible to borrow items unless they are a Friend of the Library.

Stony Brook University is a member of the Research Libraries Group (RLG). Through Stony Brook's membership in RLG, individuals with University identification cards may obtain access to other RLG regional university libraries, including Columbia, Yale, Princeton, and New York Universities. This program allows researchers to use collections of other RLG libraries, but no borrowing privileges.

Loan Periods for circulating materials from Chemistry, Math/Physics/Astronomy, MASIC, and Southampton Libraries are as follows:

- **Status:** All borrowers
- **Time Period:** One month, renewable three times if not on hold for another borrower

Loan Periods for circulating materials from Main, Science/Engineering and Music Libraries are as follows:

- **Status:** Undergraduate students, classified staff, courtesy cardholders
- **Time Period:** One month, renewable three times if not on hold for another borrower
- **Status:** Academic or qualified academic appointees, non-teaching professionals, management/confidential employees, graduate students
- **Time Period:** One semester, renewable three times if not on hold for another borrower

Books may be recalled at any time, which will result in a shortened loan period. Audio Visual materials circulate for 7 days.

B. Health Sciences Library

The Health Sciences Library lends books and other materials to the following categories of library users. All current Stony Brook University faculty, staff, and students have Health Sciences Library borrowing privileges for all materials. Alumni of the Stony Brook University Health Sciences Center and the School of Medicine at Stony Brook University Medical Center are eligible for borrowing privileges of the circulating book

collection. Health care professionals who work and live in Nassau or Suffolk counties are eligible for borrowing privileges of the circulating book collection. All current faculty, staff, and students from other SUNY campuses have borrowing privileges of the circulating book collection through the Open Access Program.

Borrowing Materials from the Health Sciences Library

Faculty, staff, and students need to present their own valid current Stony Brook University ID card at the Circulation Desk to borrow library materials.

Health Sciences Center and School of Medicine alumni receive library borrowing privileges by presenting an alumni card. Local health care professionals need to present the following to acquire borrowing privileges:

- Proof of Residence (e.g. license or bill with home address) and
- Proof of Employment (e.g. employee ID card or bill with business address)
- A Health Sciences Library card will be issued when credentials are presented and the application process is complete.

Faculty, staff, and students from other SUNY campuses need to present a current SUNY ID card. Borrowing privileges are valid for the current semester only.

For all borrowers, the initial loan period for circulating materials is 21 days. You may renew library materials twice as long as there are no recalls/holds on the items or other restrictions on your patron account. Library users are encouraged to renew regular loans on-line by accessing their library user account in the Health Sciences Library catalog.

The Health Sciences Library does not extend borrowing privileges through the Research Loan Program of the Long Island Library Resources Council. However, information services are provided to individuals who do not have borrowing privileges.

Definitions:

None

Contact:

Additional information about this policy is available here:

Frank Melville Jr. Memorial Library (Main Library)

Circulation Services
Room S-3412, Main Library
Stony Brook, NY 11794
(631) 632-7115

Chemistry Library

Room C-299, Chemistry Building
Stony Brook, NY 11794
(631) 632-7150

MASIC Library (Marine and Atmospheric Sciences Information Center)

165 Challenger Hall
Stony Brook, NY 11794
(631) 632-8679

Mathematics/Physics/Astronomy Library

Room C-130, Physics Building
Stony Brook, NY 11794
(631) 632-7145

Music Library

Room W-1530, Main Library
Stony Brook, NY 11794
(631) 632-7097
<https://library.stonybrook.edu/music-library/>

Southampton Library

239 Montauk Highway
Southampton, NY 11968
(631) 632-5170
<https://library.stonybrook.edu/southampton-library/>

Health Sciences Library

Level 3, Room 136, Health Sciences Center
Stony Brook, NY 11794
(631) 444-2512
<https://library.stonybrook.edu/healthsciences/>

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [Stony Brook University Libraries](#)