

FLORIDA COASTAL SCHOOL OF LAW LIBRARY & TECHNOLOGY CENTER

Alumni Policy

The Florida Coastal Library & Technology Center is pleased to continue to support the research needs of our alumni. For two semesters (ex. Summer and Fall semesters) after graduation, graduates retain full access to the Library and all its resources, except databases that required personal passwords. At the end of the second semester, you can continue to use most of the Library resources by registering as an alumnus.

Registration:

On site use of Library resources is available to all Coastal Alumni. Simply sign the visitors register each time you use the facilities. (In order to use the Library as an alumnus, you must be listed in information provided to the library by the Alumni Association.)

Library Card:

The LTC is a research library and our primary patrons are FCSL faculty and students. As a result, the bulk of the collection is non-circulating and must be used on-site. For those alums that are registered and reside or work in the Jacksonville area, borrowing privileges are extended for those materials that do circulate outside the Library.

Graduates who wish to obtain borrowing privileges must register with the library and get an Alumni Library Card. The registration form is attached to this flyer and is available at the Circulation Desk. Return the completed form to the Circulation Manager. A Manager or Librarian may ask for a picture ID (e.g., driver's license) to verify identity and residency. Please allow three days to process the application. An Alumni ID will be available for pick up from the Reference Desk or can be mailed. The registration is valid for one year. After one year, you may be asked to update your registration information. The Alumni Card must be presented when checking out materials. The ID card is also a copy card for the copy machines in the Library.

A \$15.00 replacement fee may be charged if the Alumni Library Card is lost.

Reference:

Reference services are available to Alumni. "We are here to help."

Circulation:

As registered alum, a maximum of five (5) items can be checked out at one time. Materials circulate for a period of two weeks, and are renewable one time. Material can be renewed at the library or online at <http://catalog.fcsl.edu/patroninfo>. Materials must be renewed before or on the due date. Overdue materials cannot be renewed.

Interlibrary Loan:

Alumni who have registered for borrowing privileges and obtained their Alumni Library Card may request material through Interlibrary Loan. Forms are available at the Reference Desk or online at <http://www.fcsl.edu/lrc/services/ill/>. Some Interlibrary Loan materials can be obtained at no cost; others are only available with a fee, postage, or insurance charge. Alumni are responsible for any charges incurred as a result of interlibrary loan.

Overdue and Fine Policy:

Materials that have not been returned to the Library or renewed within three weeks of their due date will be treated as lost. An invoice will be sent for the replacement cost of the book plus processing fees. Any outstanding bills will result in suspension of library borrowing privileges.

Regular Borrowing Policy Notifications:

Books needed for Reserve or books requested by FCSL faculty or students, are subject to being recalled at any time. Books that have been recalled must be returned immediately.

Due to licensing agreements, some of the library's electronic resources are not available to alumni.