

Library Privileges and Expectations

By Patron Type

	UALR Under- Graduate	UALR Graduate Student	UALR Faculty & Staff	Visiting Scholar	Associate Patron**
Borrowing	Yes	Yes	Yes	Yes	Yes
Fee or other needed document	UALR general fee	UALR general fee	No	Letter of Agreement *	Letter of Agreement *
Loan period	28 days	6 weeks	end of semester	28 days	28 days
Renewals	3	3	3	3	3
Book limit	50	75	100	10	10
Recalls	Yes	Yes	Yes	Yes	No
ILL requests	Yes	Yes	Yes	Yes	No
Online database access	Yes	Yes	Yes	Yes	In Library only

A minimum borrowing period of 14 days applies should any item be recalled.

***Letter of Agreement. For patrons requiring this a signed document on letterhead from sponsoring person or organization will serve. The library's Circulation Department will provide forms as well. The purpose of this is to establish that some accountable member of the UALR community, State, or consortia will pay damages should the non-UALR person fail to pay.**

Patron Types

Ottenheimer Library is open to the public. All persons who enter our facility are welcome to consult the collections on-site. UALR includes the Clinton School of Public Service and the UALR Law School.

Associate Patrons include all of the following:**

Members of Alumni Association

Armlink

Coop Extension

Fac/Staff Spouse/Dependent

Friends

**Intensive English Language Program
(IELP)**

**Major Donors (referred by
development office)**

McNair Scholar

Nursing Field Instructors

Social Work Field Instructors

State Employee

U of A System employees

Visiting Scholar is truly a UALR community member who has not been processed through the Banner system.

Renewals

Renewals may be performed through the on-line catalog as well as by consulting the Circulation Desk. Click on View My Account. Materials needed beyond the 3 renewal limit must be brought in to the library for inspection and then checked out again.

Billing and Fines

Replacement Fees

The Library will issue replacement cost bills for materials not returned 21 days after the due date. Damage to material will also result in replacement fees. Replacement fees are calculated based on the worth of the item as noted in Books in Print or other resources. Patrons may present acceptable like copies of lost or stolen items to avoid replacement fees if presented before the library has taken action to replace the items and only up to one year. An \$11.00 processing fee will still apply.

CONFIDENTIALITY:

In compliance with Arkansas Code 13-2-703, names and personal details of patrons having materials in circulation or having requested materials will not be disclosed.