



E-Mail Circulation Notices

In order to save paper, postage and time, the University Library is switching from paper to email circulation notices.

It is your responsibility to check your email regularly. All notices will be emailed to your official USA email address.

If you want to forward your university account to a different email account:

To forward jaguar1 email, follow the instructions here:

<https://jagmail.usouthal.edu/cgi-bin/CA/jagid/fwdagree.cgi>

To forward groupwise email, follow these instructions:

<http://groupwise.usouthal.edu/gwfaq.htm#RulesForward>

ONLINE RENEWAL

Go to the University Library's homepage

<http://library.southalabama.edu> .

Click on "Your Library Account," and login to view your charged items. If a "charged item" qualifies for renewal, there will be a column offering that option. The renewal option may not exist if the item is overdue, if another patron has requested it, or if the maximum number of renewals has been reached.

Questions: Contact the University Library Circulation Desk at (251) 460-7028 or circdesk@jaguar1.usouthal.edu

USA University Library

Courtesy Notices

Seven (7) days before the due date you will receive a university email reminder. You may be able to renew the item online before the due date if the item is eligible for renewal.

Overdue Notices

You will receive an email notice the next day after the item is due. If you return the item immediately or contact Circulation, you may be able to avoid a fine. Another notice will be sent ten (10) days after the due date.

Fines/Fees Statements

All fines/fees notices will be sent to your University email account. If you owe \$20 or more a registrar's hold will be placed on your record and your borrowing privileges will be suspended. You will be liable for fines/fees even if you do not read your email.

Lost/Damaged/Not Returned Bills

You will receive a bill for long overdue, lost, and damaged items. You will be charged the replacement cost + \$25 processing fee for each item. If you owe \$20 or more a registrar's hold will be placed on your record and your borrowing privileges will be suspended.

Recall Notices

You will receive a notice if your item has been recalled. A recall shortens the loan period. The item is overdue and fines will accrue after the revised recall due date.

Hold/Item Available Notices

You will receive a notice when an item you have requested has been returned and is available for checkout. The item will be held for you at the Circulation Desk for seven days.

CHECK YOUR ACCOUNT

1. Go to the University library's homepage <http://library.southalabama.edu>
2. Click on "Your Library Account"

CHECK CIRCULATION POLICIES

<http://www.southalabama.edu/univlib/info/ulpatrongroups.pdf>