

# YOUR LIBRARY

<http://library.southalabama.edu>

## YOUR LIBRARY CARD

Students: Your student I.D. is your library card. Bring it to the library to check out materials. Your “J” number can be used for remote access to library databases.

Faculty & Staff: Your faculty/staff photo I.D. card is your library card. Your “J” number can be used for remote access to library databases.

## CIRCULATION NOTICES

Due date reminders, overdue notices, fines /fees statements, recall & hold notices will be sent to your campus email address.

## YOUR LIBRARY ACCOUNT

At the University Library’s homepage, click on “Renew Books / Check Library Account.”

Login with your J Number.  
Then type in your last name exactly as it appears in University records.

YOUR ACCOUNT includes:

- Your contact information
- Any “blocks” due to overdues, fines or fees
- Items you have checked out with their due dates
- Pending requests for “holds” or “recalls”
- All outstanding fines and fees

If you have any questions about your account or want to pay by credit card, please contact the University Library Circulation Desk at 251-460-7028, or [circdesk@jaguar1.usouthal.edu](mailto:circdesk@jaguar1.usouthal.edu)

## ONLINE RENEWAL

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. Call 251-460-7028 if you have questions.

## HOLD/RECALL

When you are searching the SOUTHcat catalog and find a title that is already checked out, you may be able to place a HOLD or RECALL on the item.

1. Click on “My Account”
2. Login
3. Click on hold/recall
  - Choose HOLD – if the item is checked out and due in less than 2 weeks
  - Choose RECALL – if the item is checked out and due in more than 2 weeks

NOTE: If the title is not checked out, you must come to the library, locate the item on the shelf, and check it out.

## LOGOUT

REMEMBER TO “LOGOUT” especially if you are on a public workstation.

## COURTESY CARDS

Please review the Courtesy Card handouts for guidelines for other USA-affiliated and non-affiliated categories.



# UNIVERSITY LIBRARY & BUSINESS LIBRARY

	<i>Undergraduate</i>	<i>Graduate</i>	<i>Staff</i>	<i>Faculty*</i>
<b>CIRCULATING BOOKS</b>				
Fine Rate per Day	\$0.25	\$0.25	\$0.25	N/A
Max. Items Borrowed	20	40	20	60
Loan Period (May be reduced by Recall.)	28 Days	28 Days	28 Days	90 Days
Max. Outstanding Balance	\$20.00	\$20.00	\$20.00	\$50.00
Max. Lost Items	1	1	1	3
Renewal Period (May be prevented or reduced by a Recall or a Hold)	28 Days	28 Days	28 Days	90 Days
Max. Sequential Renewals	2	2	2	3
<b>RESERVES &amp; Alabama/Gulf Coast Collection</b>				
Max. Outstanding Balance	\$20.00	\$20.00	\$20.00	\$50.00
Max. Items Borrowed	5	5	5	5
Max. Overdue Items	1	1	1	1
2-Hour Checkout, 2-Hour-Building	No Renewal \$.05/Min. Fine	No Renewal \$.05/Min. Fine	No Renewal \$.05/Min. Fine	No Renewal N/A
1-Day, 3-Day	No Renewal \$.50/Day Fine	No Renewal \$.50/Day Fine	No Renewal \$.50/Day Fine	No Renewal N/A
7-Day	1 Renewal \$.50/Day Fine	1 Renewal \$.50/Day Fine	1 Renewal \$.50/Day Fine	1 Renewal N/A
<b>DOCUMENTS &amp; SERIALS</b>				
Documents (if circulating copy)	28-Day Loan 2 renewals \$.25/Day Fine	28-Day Loan 2 renewals \$.25/Day Fine	28-Day Loan 2 renewals \$.25/Day Fine	90-Day Loan 3 renewals N/A
CD-ROMs and Videos	14-Day Loan No Renewals \$.50/Day Fine	14-Day Loan No Renewals \$.50/Day Fine	14-Day Loan No Renewals \$.50/Day Fine	14-Day Loan 1 Renewal N/A
Bound Journals	N/A	3-Day Loan No Renewal \$1.00/Day Fine	N/A	3-Day Loan No Renewal N/A
Current Journal Issues	N/A	Special Permission	Special Permission	Special Permission
<b>INSTRUCTIONAL MEDIA</b>				
Max. Outstanding Balance	\$20.00	\$20.00	\$20.00	\$50.00
Max. Items Borrowed	5	5	5	5
Max. Overdue Items	1	1	1	1
DVD, VHS, Audio CD, Audiotapes, Video, Music CD, and other media	14-Day Loan No Renewal Fine \$.50/day	14-Day Loan No Renewal Fine \$.50/day	14-Day Loan No Renewal Fine \$.50/day	14-Day Loan 1 Renewal N/A
CD-ROMs with Books	28-Day Loan 2 renewals \$.25/Day Fine	28-Day Loan 2 renewals \$.25/Day Fine	28-Day Loan 2 renewals \$.25/Day Fine	90-Day Loan 3 renewals N/A

PROBLEMS?? QUESTIONS?? Call the Circulation Desk (251) 460-7028, or [circdesk@jaguar1.usouthal.edu](mailto:circdesk@jaguar1.usouthal.edu)

\* **NOTE:** Renewal & Fine policies may differ for Teaching Assistants & Adjunct Faculty.