

Borrowing Information

Library Card

Students, Faculty, Staff, and PEIR: Your Hofstra University ID is your library card. Bring it to the Circulation Desk to be linked to your record in our system.

Alumni: You must have an active alumni card in order to borrow materials from the library. **For information on the benefits of an Alumni ID and how to obtain one please refer to the [Alumni Benefits](#) section of the university web page.**

Checkout Periods

Undergraduates / Graduates / Alumni / PEIR

Library Materials Available for Loan	Time Periods		
	Undergraduates	Graduates	Alumni/PEIR
Books*	30 days	60 days	30 days
Magazines, journals, and newspapers	In-library use only		
Reserve materials	Two hours or as indicated		

Faculty

Materials	Time Periods
Books*	180 days
Magazines, journals, and newspapers	Three days
Reserve materials	Two hours or as indicated

*All books subject to recall; the new due date will be two weeks from the time of recall. You may check out 50 books at a time (Alumni and PEIR borrowers may check out 5 books at a time with no renewals).

Checking Out Items

To find out if the library has a book, journal, CD, DVD, or other item, check the [online catalog](#).

Bring items for checkout to the Circulation Desk in Axinn Library.

Hofstra Faculty members may request on-campus delivery of materials from Axinn by using the [book delivery request form](#). Requested books will be delivered to faculty during office hours, within two business days of the request. Faculty may request electronic delivery of periodical articles in print journals by using the [electronic article delivery request form](#).

If an item is listed in the catalog as IN STORAGE, use the [Storage Request Form](#) to have it retrieved and held for you at the Circulation Desk. You will be notified when it is available for pickup.

Renew Items

In-Person:

Bring materials to the Circulation Desk in Axinn Library for renewal.

Online renewal:

Hofstra University students, faculty and staff may access their library accounts online at <http://libweb.hofstra.edu/patroninfo>.

You will be asked to log in to view your circulation record, renew items, update your personal information, and view outstanding holds or fines. To log in, you will need your 700, 701 number.

If you experience any problems with online renewal, you may [contact us](#) for assistance.

Recall/Hold Items

If a book is checked out, you may request a recall or hold at the Circulation Desk in Axinn Library. You will be notified when it is available. All books are subject to recall. It may take up to two weeks for the book to be returned.

Holds can be submitted on books that are due in less than two weeks. When a book is placed on hold, the person who has it charged out cannot renew it.

Returning Materials

In the Library:

Return materials to the Circulation Desk in Axinn Library.

Book Drop:

Outside the east entrance to Axinn Library.

Fines

Materials	Fines
Overdue books*	10¢ per day (Maximum fine \$25)
Overdue reserve materials*	\$1 per hour (Maximum fine \$100)
Damaged materials	\$50 replacement fee
Lost books	\$50 replacement fee
Interlibrary loan overdue fines*	\$1 per day (no maximum fine)
Interlibrary loan lost books	\$100 or actual replacement fee from lending institution, whichever is higher

*Faculty: no fine

Undergraduates/Graduates & Faculty receive notification of fines by electronic mail. Alumni and PEIR borrowers receive notification of fines by U.S. mail and/or E-mail. Be sure to keep your address and e-mail address up-to-date in the University records.

You can pay library fines at the Axinn Library Circulation Desk, or by mail.

Any questions or disputes about fines should be brought to the Circulation Desk in Axinn Library (516-463-5952).

Lost or Damaged Items

If you lose or damage a library item, you will be billed \$50 to cover the cost of the item and a processing fee. You will receive a bill for any material that is six weeks overdue. If the item is found within a year, you will be reimbursed the fees but not any overdue fines. Fees for lost Interlibrary Loan items are higher and not reimbursable.

If you replace a lost or damaged item, you will be billed \$10. If you have questions about how to replace an item, please contact the Circulation Desk in Axinn Library (516-463-5952).

Outstanding debts must be settled prior to graduation from Hofstra University.

Can't Find Something?

If you are unable to locate an item on the shelf, come to the Circulation Desk to fill out a Search Form. We will search for it and notify you when we find it. If we can't find it, you can submit an [Interlibrary Loan request](#) for the missing book or article.

Interlibrary Loan (Hofstra Students & Faculty Only)

Obtain a [book](#) or [journal article](#) not available in the Hofstra University Library.

Checkout Privileges at Other Libraries (Hofstra Students & Faculty Only)

The Long Island Library Resources Council (LILRC) is a regional, multitype library organization serving academic, special, and public school libraries and library systems in Nassau and Suffolk counties. Its purpose is to enhance access to information, encourage resource sharing, and promote library interests for all LILRC members. If you would like to borrow an item in a LILRC library, come to the Circulation Desk in Axinn Library to apply for a LILRC card before you go to the other library. A list of participating LILRC institutions can be found [here](#).

Disclosure

Hofstra University Library supports and complies with New York State Law (New York State Civil Practice Law and Rules Section 4509) with respect to the confidentiality of library records. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law.

Questions?

Please contact the Circulation Desk in Axinn Library (516-463-5952)
or Sarah McCleskey, Head of Access Services, Axinn Library (516-463-5076).