University of Wisconsin Oshkosh
Polk Library: Patron Privileges

Item Types[1] (across) & Patron Categories (below)	Main Collection, Gov Docs, EMC[2]	VHS Videos	DVDs & Blu-ray discs, Software	Leisure Reading Collection	Reference and Archives	Periodicals	Reserve Materials[3]	Universal Borrowing (UB)[4]	Interlibrary Loan Materials (ILLiad)
Current and retired UW Oshkosh, faculty, academic, classified and adjunct staff	semester renewable	14 days renewable	14 days renewable	28 days renewable	in-house use	3 days 2 renewals	all	semester renewable	due date on ILL slip
UW Oshkosh undergraduates	28 days renewable	14 days renewable	14 days renewable	28 days renewable	in-house use	in-house use	all	28 days renewable	due date on ILL slip
UW Oshkosh graduate students	semester renewable	14 days renewable	14 days renewable	28 days renewable	in-house use	in-house use	all	28 days renewable	due date on ILL slip
Universal Borrowers (UB)	28 days renewable Gov Docs & EMC: 14 days	14 days	14 days	28 days	in-house use	in-house use	in-house use	28 days renewable	available through home campus
UB Faculty	semester renewable Gov Docs & EMC: 14 days	14 days	14 days	28 days	in-house use	in-house use	in-house use	semester renewable	available through home campus
NEW ERA Guests	28 days renewable	in-house use	unavailable	28 days renewable	in-house use	in-house use	unavailable	unavailable	unavailable
NEW ERA Alumni	28 days renewable	in-house use	unavailable	28 days renewable	in-house use	in-house use	unavailable	unavailable	Limited privileges; due date on ILL slip
Fox Valley Library Council patrons (under 18 yrs old)	28 days 1 renewal	in-house use	unavailable	28 days 1 renewal	in-house use	in-house use	unavailable	unavailable	unavailable

1) Items can be placed on hold or recalled by another patron, these statuses will block renewal.
2) Does not include Education Materials Center (EMC) videos, video guides, DVDs or software.
3) Items such as laptops are available to UW Oshkosh students only.
4) Some UB items such as DVDs and select books check out for 14 days and are not renewable.

http://www.uwosh.edu/library/pdf/patrongrid.pdf

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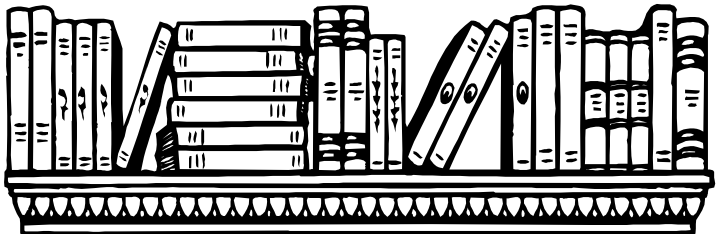
Patron Privileges and Responsibilities

1. UW System students, faculty and staff must present a current, valid university ID or other photo ID to check out library materials.
2. UW Oshkosh patrons may renew materials on-line using the "My Account" link found on the library home page (www.uwosh.edu/library). If there is a hold on an item for another patron, the item cannot be renewed.
3. Non-UW System patrons can apply for a NEW ERA guest card to check out a maximum of 20 books at one time if they meet the following criteria:
   *Are at least 18 years old. (If under 18 years old, see #4)
   *Live in Wisconsin.
   *Present photo identification with current address (i.e. current WI ID cards, driver's licenses or other photo ID.)



4. Fox Valley Library Council (FVLC) patrons may check out up to 5 items by obtaining a courtesy card from the FVLC member library in their area. The card can be used once.

5. All items may be returned to the Library Material Returns. Outside returns are located to the right of the Main entrance and in the courtyard facing Elmwood Avenue.

6. Recalls: All materials are subject to recall. A patron's borrowing privileges will be suspended until past due recalled materials are returned.

7. Overdue items: Most materials have a 28-day grace period.
   - **At 4 days prior** to due date a courtesy reminder is emailed. You should r**enew or return items now**. Notices are sent as a courtesy. Failure to receive notices does not change responsibility for fees incurred. Due dates are stamped on the card in the back of each item and/or can be viewed in **"My Account"** online from the Polk Library home page. If the item cannot be located, please contact the library at (920) 424-7316.
   - **At 7 days overdue** an overdue notice is sent.
   - **At 14 days overdue** another overdue notice is sent.
   - **At 30 days overdue** a lost item replacement bill is sent. The item replacement fee is **$50 per item**. Your Library record is now blocked. This means you cannot check out items from Polk Library, Universal Borrowing (UB) or Interlibrary Loan (ILL).
   - **At 6 weeks overdue** your University registration is now blocked. This means you cannot add/drop classes or receive transcripts.
   - **At 8 weeks overdue** a 'past due' bill is sent.
   - **At 10 weeks overdue** a UW Oshkosh invoice is sent. Must be paid in full at the UW Oshkosh Cashier's Office. Bring paid-in-full receipt to the Library Circulation Desk to get your library record unblocked.
     - UW Oshkosh students: Borrowing privileges are suspended when fees exceed $10.
     - Polk Reserve, Halsey Reserve: Late fees are $0.60 to $3.00 per hour.
     - Items borrowed from other UB libraries are subject to that institution's policies.

8. Questions: Contact the library with any questions or concerns about your library record at (920) 424-7316 or circulation@uwosh.edu as soon as possible to avoid additional fees. Do not ignore notices.