

# Retired and Emeritus Faculty

## Library Usage Policy

*“Emeritus faculty may request:*

*... faculty library privileges”*

*(Oregon Institute of Technology,*

*Faculty Emeritus Selection)*

The OIT Library supports the continued intellectual endeavors of retired and emeritus OIT faculty by providing their access to the library’s collections and services. OIT emeriti retain their OIT e-mail accounts and enjoy the same library privileges as current faculty. The present policy specifies the library resources and services available to each of these two categories of patrons.

### Borrowing and renewing items at the OIT Library

The OIT Library home page provides access to the WorldCat Local catalog: a way to search in three online catalogs simultaneously: local (OIT Library), regional (Summit, with collections of 36 academic libraries from Oregon and Washington), and worldwide (WorldCat) from home or on campus by clicking on the Find Books, Articles, and More link. The combined catalog allows for searching for articles in addition to books, periodicals, video materials, and other formats. Whatever the search is for, the first results will be for the items from the OIT Library collection, followed by the items from the bigger collections. The records in the combined catalog WorldCat Local show which catalog an item belongs to, and in which library it could be found. If a desired item is not in the OIT Library, it can be easily ordered from another library through the same catalog.

All retired and emeritus OIT faculty are entitled to free borrowing privileges at the library. The borrowing period for books is 6 months for emeritus faculty and 4 weeks for retired faculty; for periodicals it is 3 days for all patrons.

**OIT Library materials.** OIT Library’s books which are borrowed for 6 months can be checked out again to the same patron. Patrons need to bring their books to the library for this process to take place.

Books borrowed for 4 weeks can be renewed in a number of ways:

- in person at the Access Services desk
- by phone at 885-1771
- online at <https://hedgehog.oit.edu/patroninfo>

- online by going to: Library Home page – My Library Account/Renew Books

Borrowed periodicals can be renewed in person at the Access Services desk at the OIT Library or by a phone call at 885-1771.

Emeritus faculty will not be charged any overdue fines accrued for the OIT library items, only replacement costs for the lost items. Retired faculty will be charged for any overdue fines or replacement costs.

**Summit materials.** Materials borrowed from Summit cannot be renewed.

Retired faculty will be charged overdue fines \$0.50 per day for the first 10 days for Summit materials; all patrons will be charged \$1.00 per day thereafter.

**ILL materials.** The borrowed materials cannot be renewed by patrons, but can be checked out to the same patrons again. Materials should be returned to the library for this procedure to take place. Access Services staff should be notified at least 3 days before the due date. The Access Services Manager will submit renewal request directly to the lending library, and then will notify the patron whether the request has been granted or denied. There is no guarantee that a renewal request will be granted.

#### Proxy borrowing

All OIT Library patrons are entitled to a proxy borrowing service. A person designated to act as a library proxy is authorized to check out materials and request interlibrary loans on behalf of another patron. The selected person needs to present valid picture identification or a current OIT identification card for current faculty and staff. In order to take advantage of this service, the authorizing patron needs to fill out a form at the Access Services desk, and to sign it together with his/her proxy. The authorizing person will be held responsible for any replacement costs and processing fees in case an item is not returned.

#### Ordering items from other libraries

Included in the library privileges for emeritus and retired faculty is borrowing items from Summit. Emeritus faculty can also use the Interlibrary Loan (ILL) service.

#### OIT Library's journal article databases and electronic books

Access to library's journal databases and electronic books is limited to OIT students, current faculty and staff due to providers' licensing restrictions. Emeritus faculty retain their access to library databases on or off campus. They use their OIT e-mail user name and password for access. Retired faculty can only use journal databases inside the library. They need to log in as guests and ask library staff for specific log-in information to access databases.

### Free Internet resources

OIT librarians have compiled a list of free web sites which do not require log-ins or any university affiliations: <http://www.oit.edu/libraries/find/web/freeresources>.

### Reference and research assistance

Reference and research assistance is provided to the retired and emeritus faculty in person and by phone during reference hours, online through e-mail, and in real time through a virtual chat service.

### Computer/wireless use

Retired and emeritus faculty are welcome to use library computers when available. Retired faculty are expected to log in as guests. Emeritus faculty can use their OIT e-mail user name and password. Emeritus faculty can also use wireless access. Wireless printing from laptops is not available on the OIT campus at this time.

### Copying and printing

In order to print out their materials, retired faculty need to contact the Access Services staff. Black and white printouts are \$0.15 per page. Printing documents in color costs \$0.40 per page, and is done for all patrons through any available computer.

The library has two self-service photocopiers that allow for bills and change at 10 cents per side. There are also two scanners that are free of charge for all patrons.

### Donations

The OIT library accepts book donations from its patrons at the Access Services desk. Patrons are encouraged to contact a subject librarian to determine the relevance of their book donations to the library. Faculty papers, academic research materials, and other documents and memorabilia related to OIT may be donated to the OIT Historical Archive. The contact person for donations is Anne Hiller Clark, the head of the Shaw Historical library.

Last updated 10/11