



## Updates from Library & Archives

February 8, 2021

When the pandemic began to affect all libraries in the I-Share library system last year, the settings that send overdue notices and fines/fee notices were turned off. In conjunction with those emails ceasing to be sent, due dates were extended – all books charged in the latter part of 2020 were given a 2/1/21 due date. Going forward for the remainder of the Spring semester all books borrowed from our main collection (books not on reserve) or from I-Share will have a **5/7/21 due date**. If you have books currently checked out and successfully request a renewal, the due date will become **5/7/21**.

And now that the semester has begun and mail-to-home book service has resumed, we will be **turning the overdue notices back on**. This means that you will receive reminder emails of upcoming due dates as well as email alerts when you have materials that become overdue. If you borrow books from other I-Share libraries, those notices will come from the lending library. But not to worry! Meadville Lombard and all I-share libraries have done away with overdue fines. You will only be charged when a book is excessively overdue and therefore considered “Lost.” In that case, you will be charged the cost of replacing the book.

### ***Why am I getting more emails from the library now?***

In addition to due date reminders, overdue notices will start being sent again via email on Wednesday, February 10<sup>th</sup>, 2021. There are no overdue fines, but you will be charged the replacement cost for a book that is so overdue it is considered “Lost.” See [Managing My Account - Overdue and Lost](#) for details on when overdue and “Lost” statuses are applied.

### ***What do I do if I have an overdue book?***

First, try to renew it by going to your account in the online catalog: [Managing My Account - Renewing Library Resources](#). If the item is no longer eligible for renewal, mail it back to the Wiggin Library at Meadville Lombard (610 S Michigan Ave., Chicago, IL 60605) as soon as possible. All library books should be returned to the Wiggin Library at Meadville Lombard, regardless of whether the book belongs to our collection or it is from another I-Share library.

### ***What do I do if a book is marked “Lost,” but I still have it with me?***

If you have the book still that was marked “Lost,” you should still return it as soon as possible to the Wiggin Library. For most I-Share libraries, the replacement fine will be forgiven if the book is returned. Mail the book back to the Wiggin Library at Meadville Lombard (610 S Michigan Ave., Chicago, IL 60605) as soon as possible. All library books should be returned to the Wiggin Library at Meadville Lombard, regardless of whether the book belongs to our collection or it is from another I-Share library.

### ***I have a book marked “Lost” and I don’t know where it is. What do I do?***

If you’ve lost a book owned by the Wiggin Library, you will owe the cost to replace the book for the library. Contact [library@meadville.edu](mailto:library@meadville.edu) to coordinate payment. If you’ve lost an I-Share book, you will

need to correspond directly with that library to coordinate payment. The Wiggin Library can only accept payment or forgive fines for Wiggin Library owned books. See [Managing My Account - Fines and Fees](#) for more details.

***How long can I borrow library books?***

Due to COVID-19 and the impact it has had on library circulation – especially through USPS – all I-Share libraries have agreed to make all books charged during the Spring 2021 semester from both the Wiggin Library main collection and I-Share due **5/7/21**. Course Reserves are not affected by this change.

***How many books can I borrow?***

Students may borrow an unlimited number of main collection books from Wiggin Library and from I-Share libraries. These typically circulate for 4 weeks with renewals up to four months, but by default during the Spring 2021 semester all books from Wiggin Library main collection or I-share will be due on **5/7/21**. Students may borrow up to 3 course reserve books at a time for courses you are enrolled in. Course reserve books circulate for 4 weeks but cannot be renewed.

***I don't live in Chicago and haven't borrowed books before. How do I get library books?***

Students can request books for home mail delivery via the online catalog. Books should be returned prior to the due date(s) via USPS media rate mail to the Wiggin Library at Meadville Lombard. Visit [Using the Online Catalog](#) guide for detailed instructions.

Let us know if you have any questions at all!

Best,

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