

PLACE A HOLD OR RECALL LIBRARY MATERIALS

Holds and recalls are traditional library requests in which a patron is placed on a waiting list for an item currently charged to another patron. A HOLD REQUEST reserves the item for a patron upon its return, while a RECALL REQUEST prompts a notice to a patron requesting that a charged item be returned.

1. Go to the JSU Library page <http://www.jsu.edu/library/>
2. Search JaxCat for your book, locate the record for the item, and click on the “Make a Request” link in the right-hand box.
3. Enter your JSU student number in the space marked “Student ID” and click on the “Login” button.
4. Select the appropriate option – Hold or Recall.
5. You will receive an email message in your JSU email account when the item is available.
6. **VERY IMPORTANT:** You must logout of the patron information option.

If you have any questions or need more information, please contact the Circulation Desk at (256) 782-5758.

GENERAL CIRCULATION/RESERVE INFORMATION

Circulation: (256) 782-5758

Reserve: (256) 782-8490

URL: <http://www.jsu.edu/library>

Patron Group	# of Items	Loan Period	Recall	Renew
JSU Faculty or Admin Faculty	999	1 Year	Yes	3 times
JSU Staff	999	28 Days	Yes	3 times
JSU Graduate Students	50	60 Days	Yes	3 times
JSU Undergraduate Students	25	28 Days	Yes	3 times
Special Patrons*	5	14 Days	No	3 times

*Requires annual renewal of circulation privileges.

FINES AND FEES

Overdue Fines: Fines are accrued at \$.25 a day for a period of 21 days, after which the item is charged to the LOST status.

Processing Fee: \$10.00 non-refundable added to each lost item.

Replacement Fee: Current list price or an established “out of print” charge.

If you have any questions or need a complete listing of fine/fee rates, please contact the Circulation Desk at (256) 782-5758.

AT THE HOUSTON COLE LIBRARY

HOW DO I...

Renew my library books online

Find out about books or articles my professor has on reserve

Find out about my overdue books or library fines

Recall a book that is checked out

?????



RENEW LIBRARY MATERIALS ONLINE

Currently enrolled students, faculty, administrative staff, and staff, including retirees, can renew items up to three times online. After the third renewal, the patron must contact the library, by telephone or in person, to renew the items.

1. Go to the JSU Library page <http://www.jsu.edu/library>
2. Click on the “*My Library Account*” link in the Catalog box.
3. Follow the on screen instructions and click the “Login” button.
4. Click on the renewal box of each item you want to renew.
5. Click the “Renew Items” button at the bottom of the list.
6. Check each title to make sure the item has been renewed and to find out your new due date. If the display reads “**Not Renewed**,” the due date on the item has NOT been extended. Bring the item to the Circulation Desk by the original due date listed.
7. **VERY IMPORTANT:** You must logout of the patron information option.

If you have any questions or need more information, please contact our Circulation Desk at (256) 782-5758.

RESERVE MATERIAL INFORMATION

JSU faculty often place items on reserve. These items can be books, journal articles, class notes, etc. Books are placed on traditional reserve, while all other items are placed on electronic reserve.

1. Go to the JSU Library page <http://www.jsu.edu/library>
2. Click on the “*Reserves*” link in the Catalog box.
3. Find your course by selecting your instructor’s name, department name, or course number from the drop-down boxes and click on the “Search” button.
4. Click on the title you want to retrieve.
5. From this record, you can view or print the reserve.
6. If the item is an electronic reserve, there will be a link for “*Electronic Reserves*”. Electronic Reserves can be accessed from any computer with an Internet connection.
7. If the item is a traditional reserve, its call number and status will appear. Regular reserve items must be checked out at the Reserve Desk in the lobby.

If you have any questions or need more information, please contact the Reserves Desk at (256) 782-8490.

ACCESS MY PERSONAL RECORD

Your personal record (patron information) shows the titles you currently have checked out and when they are to be returned. It shows if you have a book that has been recalled or if you have a book that you recalled and is waiting for you to pick up. Your record also shows any overdue fines and fees you may have incurred.

1. Go to the JSU Library page <http://www.jsu.edu/library>
2. Click on the “*My Library Account*” link in the Catalog box.
3. Follow the on screen instructions and enter your JSU student number and your last name in the boxes.
4. Click the “Login” button.
5. You should see your personal information.
6. **VERY IMPORTANT:** You must logout of the patron information option.

If you have any questions or need more information, please contact our Circulation Desk at (256) 782-5758.

LIBRARY HOURS

Mon-Thurs	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 4:30 p.m.
Saturday	9:00 a.m. - 5:00 a.m.
Sunday	3:00 a.m. - 11:00 p.m.