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Service for Visiting Scholars (April 2015) : Interim Guideline

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UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
Nelson Poynter Memorial Library
Services for Visiting Scholars

Poynter Library has developed a procedure to facilitate the use of its resources by non-USF researchers. By contract, many of our services are available only to USF faculty, staff, and students; however, the services listed below may be available to visiting scholars.

Visiting scholars should obtain a letter of introduction from the College Dean (or College accountable officer) who is sponsoring their visit. The letter should include the proposed term of the visit and a guarantee of financial responsibility for fines, lost book fees, or other library obligations of the visiting faculty member. The visiting scholar should then present this letter and legal identification (e.g. passport or driver's license) to the library front desk to have a courtesy USFSP library card made.

Circulation privileges:

Presentation of the courtesy card entitles the visitor to check out five books at a time (no media). One renewal is permitted except for Recreational Reading and juvenile books. Overdue books incur a fine of twenty-five cents per day per overdue item to a maximum of \$10.00 per item borrowed. Borrowing privileges are blocked until all fines are paid. If a patron loses an item, it should be reported to the Circulation Desk as soon as possible. Patrons are liable for lost book replacement charges but the fine will stop accumulating once the book is declared lost. Two overdue notices are sent to the patron. If the patron does not return the item, it progresses to a lost status. The patron is then billed a replacement cost for the book as well as any accrued fine. All bills turned over to Accounts Receivable must be paid at the Cashier's Office. The library staff should be informed when the visiting faculty member is ready to leave so that circulation desk staff can verify that books have been returned and fines are cleared. If the visiting scholar does not clear all fines associated with the card, the library will submit an invoice to the sponsoring department.

Library databases:

Contractual obligations do not allow remote access to the library's online resources by non-USFSP researchers. However, many researchers may use the library's online resources in the library. To obtain access, visitors should request permission from the staff at the library service desk to use the affiliate research computer station. Please refer to the Public Use of Computing Resources in the Nelson Poynter Memorial Library guidelines for additional information <http://dSPACE.nelson.usf.edu/xmlui/handle/10806/4588>

Wireless access:

Laptop access to the library network within the building may be arranged by following the steps outlined at <http://www.usf.edu/it/services/wireless-guest-access.aspx>

Printing and copying:

Color and black-and-white printing and copying is available at a per page cost. The machine accepts cash only.

Interlibrary Loan:

The library is unable to offer interlibrary loan services to visiting faculty at this time.