

NORTHERN ILLINOIS UNIVERSITY LIBRARIES
PERIODICAL SERVICES POLICY

Borrower Categories

1. NIU Faculty (ranked, unranked, full or part time, adjunct, affiliate, retired), including instructors
2. Proxy Authorization Card Holders

Periodical Circulation

Periodicals are checked out at either the Periodicals service desk or, for Southeast Asia journals and newspapers, at the Southeast Asia office, Room 496 during hours of service.

Valid Identification

To check out library periodicals, valid identification must be shown. The following forms of identification, when properly validated, are considered acceptable:

1. Valid NIU OneCard
2. Emeritus/Retiree Faculty Card
3. Proxy Authorization Card (held at the Periodicals Desk) with valid NIU OneCard

General Provisions (see also: Circulation Policy)

1. Library periodicals include current periodicals, bound periodicals, newspapers, Southeast Asia periodicals, and periodical items in storage. These materials may be checked out by faculty or authorized persons for a four-day period with no renewals.
2. Faculty members who permit others to check out materials on their behalf are required to fill out authorization cards. Faculty members who do so are responsible for all materials checked out in their name, recalls, lost item charges, etc.
3. Borrowers are responsible for all materials which they check out and are expected to return materials to the appropriate service desk when due. Receipts for returned materials are available upon request.
4. If an item is recalled, the borrower must return the item(s) within 48 hours. Failure to respond to a recall notice may result in suspension of borrowing privileges.
5. Borrowers may be charged for lost or damaged materials.

Theft/Mutilation

Theft or mutilation of library materials or property is a criminal offense subject to disciplinary action by NIU and/or criminal prosecution under the State of Illinois laws.