

## Syracuse Florence Library: Policies and Procedures

To provide an atmosphere conducive to study and learning, the Syracuse Florence Library enforces the following rules and regulations:

### 1. **Patrons and Access**

- a. **Syracuse Florence faculty, students, and staff** have full access to the Florence Library facilities and equipment during the [library's opening hours](#); 24/7 access to SU Libraries online resources, and lending privileges upon creation of a user account.
- b. **University of Florence students** enrolled in a Syracuse Florence course may use library facilities and consult its resources onsite upon presentation of a valid photo ID.
- c. **Visiting scholars and students from other study abroad programs** may use library facilities and consult resources onsite upon prior permission from the Library Coordinator ([syhetzel@syr.edu](mailto:syhetzel@syr.edu)) or Program Director ([perugini@syr.edu](mailto:perugini@syr.edu)).
- d. All library users must present a valid photo ID, if requested by the library staff.

### 2. **Food and beverages**

Food is not permitted in any of the reading rooms or at the computer lab workstations. Drinks are permitted in travel mugs with secure lids.

### 3. **Disruptive behavior**

Disruptive behavior (loud talking, laughing, or audible use of personal electronic devices) will not be tolerated. If noise continues after a first request to stop, offenders will be asked to leave the library.

### 4. **Circulation policies**

Any resource leaving the library must be checked out at the Circulation Desk:

Books from the open stacks may circulate for up to 21 days; loans are renewable.

DVDs may circulate for up to 4 days.

Books and DVDs on reserve may circulate for up to 2 hours.

Reserve items may not leave the library overnight.

### 5. **Inspection of bags and backpacks**

The library staff reserves the right to inspect a patron's bag or backpack before leaving the building.

### 6. **Overdue Fines**

Patrons will incur a charge of **25 cents/day** for the late return of non-reserve materials and **\$2.00/day** for the late return of reserve or audiovisual materials.

Overdue loan notifications are automatically generated and sent to the patron's Syracuse Florence email account. It is the responsibility of all SUF students (regardless of home institution) to check their Syracuse email accounts regularly for these and other notifications.

**Important:** Students will not receive their 30-euro keycard deposits from the Student Life Office at the end of the semester until all library materials have been returned and/or fines have been paid.

### 7. **Theft and mutilation**

The theft or damage of library materials will result in charges related to replacement costs of the item and possible fines.

### 8. **Privacy**

The Library respects the privacy of its users and will not release information about borrowers or materials borrowed, unless as required by law.