

The Library book stacks are open to all Lehman College students, staff, faculty, and approved visitors. Materials in the collection can be searched in the Library catalog (CUNY+) by keyword, author, title, and subject. Library catalog access is available on each floor of the Library: <http://library.lehman.cuny.edu>.

Books can be borrowed at the Circulation Desk on the main floor. Lehman College, current year Friends of the Lehman Library card or a CUNY ID validated for the current semester must be presented. Please register your ID card at the Circulation Desk.

ALL books are due by the date stamped on the paper slip located in the back of each book

❖ LOAN PERIODS

- Three weeks (3) for undergraduate students, High School of American Studies, Empire State College, Friends of the Library. ♻️ You may borrow up to five (5) books per subject area
- Three weeks (3) for Graduate Students. ♻️ You may borrow up to five (5) books per subject area
- Six weeks (6) for PhD Students. ♻️ You may borrow up to five (5) books per subject area.
- Eight weeks (8) for Faculty, Lehman staff, CUNY staff. ♻️ You may borrow up to ten (10) books per subject area

❖ RECALLS

Books may be recalled after two weeks from all borrowers. When returned, all recalled books are held at the Circulation Desk for one week and a notice is sent to the requesting borrower. Books requested by faculty for Reserve use will be recalled immediately.

❖ RENEWALS

Books not needed by other patrons and not overdue may be renewed for the original loan period. Renewals are not permitted by telephone or mail. You may renew a book twice.

Three ways to renew Books:

1. Bring books to the Circulation Desk
2. Renew via webform: <http://www.lehman.edu/provost/library/renew.htm>
3. Go to "My Account" in the Library catalog (CUNY+)

❖ HOLDS

Holds may be placed on any book currently checked out. This must be done in person at the Circulation Desk. Please have the following information to expedite your request: title, author, and barcode number of book or call number. Holds may also be done online by going to "My Account" in the Library catalog (CUNY+)

❖ BOOK SEARCH - LOST AND MISSING BOOKS

If you are unable to locate a book on the shelf please verify information at the Circulation or Reference Desk. Book Search cards are available at the Circulation Desk.

❖ BOOK RETURNS

Books may be returned to the Circulation Desk when the Library is open. When the Library is closed, please use the Book Return Slot located to the right of the main entrance outside the Library.



DO NOT leave books at any service counter or reshelv them, this will not clear your record. All books must be returned to the Circulation Desk.

❖ COURTESY DISCHARGE

CUNY students, faculty, and staff may return CUNY books to any CUNY library. This policy applies only to books. Special loan items such as Reserve, interlibrary loan, videos, etc., must be returned directly to the lending library.

❖ FINES

The borrower is responsible for materials borrowed from the Library are the responsibility of the borrower. Overdue books are charged 10 cents per day to a maximum of the cost of the book. Books overdue 30 days are automatically set a maximum fine. Borrowing privileges are suspended for any student, faculty, staff, or Friend of the Library with fines or overdue books.



If fines are not paid or delinquent books not returned, student registration will be blocked and transcript records or diploma will not be released. Library privileges will be suspended at ALL CUNY campuses.

You may pay book fines at all CUNY libraries. Local policies governing fines may vary from library to library. Check with Circulation Desk staff. If you have any questions or check CUNY library website: <http://libraries.cuny.edu>

❖ LOST BOOKS

Books reported lost must be paid for at the current price, plus a processing fee. Circulation Desk assesses the fees.