

POLICY 420
EXTENSION OF SERVICES TO
BENEDICTINE UNIVERSITY STUDENTS

The Lisle Library District's (LLD) Vision, Mission, and Values (LLD Policy 100) collectively support fostering a creative, informative, and educational environment for students. In furtherance of these principles, the LLD offers an extension of services to students of Benedictine University (BU).

A. Extension of Services

The LLD will provide a local use card to interested students who reside at Benedictine University (BU), with the following stipulations:

1. Students must be enrolled full-time, verified by the BU Registrar's Office, and must have a current valid BU ID card.
2. BU students who require interlibrary loan (ILL) materials shall utilize the BU Library for those transactions.
3. LLD cards shall be issued for one year from the student's card registration date and may be renewed using the same criteria listed in this Policy.
4. LLD cards for BU students may only be used at the LLD; they may not be used as reciprocal cards at other libraries.
5. The LLD will maintain the patron's BU campus address as well as their original home address. Proof of the original home address must be provided upon issuance of a BU local use LLD card.

B. Responsibilities

1. BU student LLD cardholders are responsible for all materials checked out on their cards. In the event of loss of or damage to LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.

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