



# Courtesy Borrowers

Updated 9/15/2015

Program name	Credentials Required	ID Expiration Date	Interlibrary Loan	Loan Period/Maximum Books Checked Out
Alumni Association members	Membership Card	Dec. 31, 2030	No privileges	30 days/10
Alumni – Other S.U.N.Y. Schools	No Privileges – See Research Loan Program or Friends of the Library	No privileges	No privileges	No privileges
Auditors, Senior Citizens (CED)	Letter from School of Professional Development Office or on yearly list provided by SPD	end of semester	Student privileges	30 days/10
Brookhaven National Lab (BNL) staff	BNL ID with current date or letter from BNL	one year	No privileges	30 days/10
Cold Spring Harbor Lab; staff	CSH ID with current date or letter from CSH	one year	No privileges	30 days/10
Community College Students in New York State: SEE Open Access	Student with <u>VALIDATED ID</u> for <u>CURRENT SEMESTER</u> from SUNY Schools or NYS Community College, Faculty do not need validation	end of semester	No privileges	30 days/5
Empire State College, See Open Access	Active Empire State Card	end of semester	No privileges	30 days/5
Faculty, Adjuncts	Letter from Provost or Department confirming employment status or University issued ID card. Filled out Sponsor Form	see letter or one year	Faculty privileges	30 days/10
			Faculty privileges	Semester/100

Faculty, Emeritus	Letter from Provost or name on Emeritus list or University issued Emeritus ID card	Dec. 31, 2030		
Faculty from SUNY schools & community colleges (See Open Access)	Current ID from a SUNY university or college	end of semester	No privileges	30 days/5
Friends of the Library	Letter/Application from Library Director's Office	one year	No privileges	30 days/10
Graduate students, <u>SUNY Schools only</u> : See Open Access	Current ID from a SUNY university or college	end of semester	No privileges	30 days/5
Health Care Providers, Local Health Care Providers who live or work in Nassau or Suffolk Counties. <b>Access is for Health Sciences Library only.</b>	Proof of Residence ( License, Utility Bill with Home Address ) and Proof of Employment ( Employee I.D. Card )	one year	No privileges	30 days/10
Long Island High Technology Incubator, Inc.	Letter from department confirming employment status or University issued ID card	one year	No privileges	30 days/10
Long Island Library Resources Council, Research Loan Program, See Research Loan Program	Form from sponsoring library. Keep form with application	30 Days	No privileges	30 days/5
New York State Department of Environmental Conservation	Letter from department confirming employment status or University issued ID card	one year	No privileges	30 days/10
Open Access	Student with <u>VALIDATED ID</u> for <u>CURRENT SEMESTER</u> from SUNY Schools or NYS Community College. Faculty do not need validation. <b>No C.U.N.Y. Students or Faculty</b>	end of semester	No privileges	30 days/5
Osher Lifelong Learning Institute ( O.L.L.I. )	Letter from Round Table Program, listed as active in PeopleSoft Database or on yearly list provided by SPD	8/31/??	Student privileges	30 days/10
Post Doctoral Employees	Letter from department confirming employment status or University issued ID card	see letter or end of semester	Student privileges	Semester/100

Professional Management and HRD Program (CED or SPD)	Letter from CED or SPD department confirming status or University issued ID card	end of semester	No privileges	30 days/10
Renaissance Technology	Letter from department confirming employment status or University issued ID card	see letter or one year	No privileges	30 days/10
Research Foundation Employees	Letter from department confirming employment status or University issued ID card (Should be in patron file; if not, create new patron record)	see letter or one year	No privileges	30 days/10
Research Loan Program (RLP)	Form from sponsoring library _Keep form with application	30 Days	No privileges	30 days/5
Retired Faculty and Staff (Not Emeritus )	Letter verifying status	12/31/2030	No privileges	30 days/10
Round Table: See Osher Lifelong Learning Institute	Letter from Round Table Program, listed as active in PeopleSoft Database or on yearly list provided by SPD	8/31/??	Student privileges	30 days/10
Senior Auditor	Letter from SPD or on semester list provided by SPD	End of Semester	Student privileges	30 days/10
Senior Citizen Round Table (see Osher Lifelong Learning Institute )	Letter from Round Table Program, listed as active in PeopleSoft Database or on yearly list provided by SPD	8/31/??	Student privileges	30 days/10
Summer/Special Programs and Institutes ( Students and Instructors ): Project WISE; Simon Fellowship; Young Scholars Program; BIO PREP; EOP/AIM; MHSSRAP; NEH; NSF;STEP; Summer Research; Teubingen; REU; Garcia Program, A.C.E. , P.E.P etc.	Special Borrower Application Form and filled out Sponsor Form	see application or letter	No privileges	30 days/10

Undergraduate students, <u>SUNY</u> , See Open Access	Student with <u>VALIDATED ID</u> for <u>CURRENT SEMESTER</u> from SUNY Schools or NYS Community College. Faculty do not need validation	end of semester	No Privileges	30 days/10
Visiting Scholars	Letter from department confirming employment status or University issued ID card. Filled out Sponsor Form	see letter or one year	Faculty privileges	Semester/50

Procedure for Special Borrower Programs

- Special Borrower must have a Stony Brook University sponsor. <http://www.stonybrook.edu/sb/departments/>
- Sponsor or Special Borrower contacts Access Services (Ken Doyle is primary contact) for Special Borrower Acceptance form.
  - Signed form and supporting letter on department letterhead or email confirming sponsorship sent to Ken Doyle's attention.
    - Application forms are completed and sent to Access Services; a patron account is created.
- Participants will be responsible for all late fees or lost book fees. Sponsoring department will ultimately be held responsible if patron fails to resolve fines.