

Stony Brook University Libraries
Courtesy Borrowers

Program Name	Credentials Required	Loan Period/Maximum Books Checked Out	ID Expiration Date
Alumni Association members	Membership Card	30 Days / 10	12/31/2030
Brookhaven National Lab (BNL) staff	BNL ID with current date or letter from BNL	30 Days / 10	1 Year
Brookhaven Town staff	Name on list from Town Commissioner's Office	30 Days / 10	1 Year
Campus Radio Station (WUSB) staff	Letter from department confirming employment status or University issued ID card	30 Days / 10	1 Year
Center for Excellence & Innovation in Education (CEIE)	Letter or application from program sponsor. Filled out Sponsor Form	30 Days / 10	Date on Application, Sponsor form or Letter
Center for High Pressure Research (CHIPR)	Letter from department confirming employment status and filled out Sponsor Form or University issued ID card	30 Days / 10	1 Year
Center for Science, Math & Technology in Education (CSMTE)	Special Borrower Application Form and filled out	30 Days / 10	Date on Application or Sponsor form

See also: Science Outreach	Sponsor Form		
Cold Spring Harbor Lab; staff	CSH ID with current date or letter from CSH	30 Days / 10	1 Year
College of Engineering and Applied Sciences (CEAS)	Special Borrower Application Form and filled out Sponsor Form	30 Days / 10	Date on Application or Sponsor form
Community College Students in New York State: SEE Open Access	Student with <u>VALIDATED ID</u> for <u>CURRENT</u> <u>SEMESTER</u> from SUNY Schools or NYS Community College, Faculty do not need validation	30 Days / 10	End of Current Semester
Continuing Education (CED) & <u>Non-Credit & Certificate Programs ONLY.</u>	Letter from CED Program or from the School of Professional Development. Filled out Sponsor Form. Keep copy of letter with the application	30 Days / 10	Date on Application, Sponsor form or Letter
Courtesy Borrowers (Relative of active SB employees or graduate students)	Use proxy borrower form		Primary Borrower's Expiry Date
Dental Assisting Program	Affiliate card and on current list	30 Days / 10	End of Current Semester
Department of Civil Service Employees	Letter from the Chief of Examinations Office	30 Days / 10	1 Year
Emeritus	Letter from	Semester / 100	Updated Automatically

	Provost or name on Emeritus list or University issued Emeritus ID card		Through PeopleSoft
Empire State College, (See Open Access)	Active Empire State Card	30 Days / 5	End of Current Semester
Faculty, Adjuncts	Letter from Provost or Department confirming employment status or University issued ID card. Filled out Sponsor Form	30 Days / 10	Date on Letter or End of Current Semester
Faculty from SUNY schools & community colleges (See Open Access)	Current ID from a SUNY university or college	30 Days / 5	End of Current Semester
Faculty Student Association Employees	Letter from department confirming employment status or University issued ID card	30 Days / 10	1 Year
Friends of the Library	Letter/Application from Library Director's Office	30 Days / 10	1 Year
Health Care Providers, Local Health Care Providers Who Live or Work in Nassau or Suffolk Counties. Access for Health Sciences Library Only	Proof of Residence (License, Utility Bill with Home Address) and Proof of Employment (Employee I.D. Card)	30 Days / 5	1 Year
Howard Hughes Medical Institute	Letter from department confirming employment status or University	30 Days / 10	1 Year

	issued ID card		
Industrial Partnership Program (IPP)	Letter from College of Engineering	30 Days / 10	1 Year
Intensive English Center (IEC)	If not a registered student, letter from director of program	30 Days / 10	Two Weeks
Interfaith Center Staff	Letter from department or name on list sent from the Interfaith Office Director	30 Days / 10	1 Year
Long Island High Technology Incubator, Inc.	Letter from department confirming employment status or University issued ID card	30 Days / 10	1 Year
Long Island Library Resources Council, Research Loan Program, See Research Loan Program	Form from sponsoring library Keep form with application	30 Days / 5	30 Days from Date on Form
Long Island Regional Advisory Council on Higher Education (LIRACHE)	Letter from department confirming employment status or University issued ID card	30 Days / 10	1 Year
Museum of Long Island Natural Sciences	Letter from department confirming employment status	30 Days / 10	1 Year
New York State Department of Environmental Conservation	Letter from department confirming employment status or University	30 Days / 10	1 Year

	issued ID card		
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. No C.U.N.Y. Students or Faculty	30 Days / 5	End of Current Semester
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	30 Days / 10	August 31, ????
Post Doctoral Employees	Letter from department confirming employment status or University issued ID card	30 Days / 10	Letter or End of Current Semester
President's Circle	Letter from President's Office or call 2-6106	30 Days / 10	1 Year
Professional Management and HRD Program (CED or SPD)	Letter from CED or SPD department confirming status or University issued ID card	30 Days / 10	Date on Application, Sponsor form or Letter
Relative of active SB employees or graduate students	Use proxy borrower form	Same as Primary Borrower	Primary Borrower's Expiry Date
Renaissance Technology	Letter from	30 Days / 10	Date on Letter or 1

	department confirming employment status or University issued ID card		Year
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)	30 Days / 10	Date on Letter or End of Current Semester
Research Loan Program (RLP)	Form from sponsoring library Keep form with application	30 Days / 5	30 Days from Date on Form
Retired Faculty and Staff (Not Emeritus)	Letter verifying status	30 Days / 10	12/31/2030
Science Outreach	Special Borrower Application Form and filled out Sponsor Form	30 Days / 10	Date on Application or Sponsor form
Senior Auditor	Letter from SPD or on semester list provided by SPD	30 Days / 10	End of Current Semester
Stony Brook Foundation Employees	Letter from department confirming employment status or University issued ID card	30 Days / 10	Date on Letter
Stony Brook Volunteer Ambulance Corps.	Letter from department confirming	30 Days / 10	Date on Application or Letter

	employment status or University issued ID card		
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	30 Days / 10	Date on Sponsor form
University Hospital Auxiliary Employees	Letter from department confirming employment status or University issued ID card	30 Days / 10	1 Year
Visiting Scholars	Letter from department confirming employment status or University issued ID card. Filled out Sponsor Form	Semester / 50	Date on Application, Sponsor form or Letter
Workforce Development Center	Letter from CED. Keep on file	30 Days / 10	End of Semester
WUSB staff (campus radio station)	Letter from department confirming employment status or University issued ID card	30 Days / 10	1 Year