## Borrower's Responsibilities

Present card each time materials are borrowed.

Accept responsibility for all material borrowed on this card, return all library materials on time or pay all fines before borrowing other materials.

Report the loss of library card since the patron is responsible for the use of the card until it has been reported lost..

Abide by the **LIBRARY COMPUTER USE POLICY**: http://www.sulross.edu/library/policies.php and the **SUL ROSS INTERNET/INTRANET USE POLICIES**: http://www.sulross.edu/docs/oit/appropriate-use.pdf

Community borrowers are visitors to the university campus and will comply with the guidelines for "Campus Visitors" outlines in the **Sul Ross Student Handbook** at http://www.sulross.edu/docs/stulife/handbook-09-10-03.pdf

### LIBRARY HOURS

| | |
|---|---|
| Monday —Thursday | 8:00 A.M. to 9:00 P.M. |
| Friday | 8:00 A.M. to 5:00 P.M. |
| Saturday & Sunday | Noon to 9:00 P.M. |

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### ARCHIVES OF THE BIG BEND

| | |
|---|---|
| Monday – Friday | 8am - 5pm |

Hours: Please note that hours may vary during interim periods, final exams, and holidays.

REMINDER: NO FOOD, TOBACCO, OR CELL PHONE CONVERSATIONS IN THE LIBRARY. ONLY DRINKS WITH A SECURE LID ARE ALLOWED.

**Sul Ross State University**
**Bryan Wildenthal Memorial Library**

P.O. Box C-109
Alpine, Texas 79832
Phone: 432.837.8123
Fax: 432.837.8400
http://www.sulross.edu/library

**Sul Ross State University**

**Bryan Wildenthal Memorial Library**

# Public School Teacher Community Borrower Card

**http://www.sulross.edu/library**

SR Bryan Wildenthal Memorial Library
at Sul Ross State University

# *Community Borrower Card Information*

The Sul Ross Library is pleased to offer a Public School Teacher Community Borrower card to Big Bend residents (age 18 or over) of Brewster, Jeff Davis, Pecos, or Presidio County.

The charge for a Community Borrower card is $20.00 with a yearly renewal of $15.00.

The cards are issued and renewed at the Library Information Desk.

**What we need from you:**

TX Driver's License or picture ID

Proof of local address

$20 first-time fee or $15 renewal fee

Letter from school as proof of employment

## Loan Periods for Community Borrowers

**Circulating Books - 3rd floor**

4 week checkout during fall and spring, 2 week checkout during summer Checkout limited to 10 books at a time

**Bestsellers - 1st floor**

4 week checkout during fall and spring, 2 week checkout during summer Checkout limited to 2 bestsellers at a time

**Reference books, archive materials, and magazines/journals/newspapers**

In-house use only

**Audiovisual Media - Circulation Desk, 1st floor**

Loan period varies by type of media.

Checkout limited to 2 media items at time and to public school community borrowers.

## Computer Privileges

Access to computers in the Library is available by using your **9-digit community borrower's number** when a computer prompts you for your login and password. Type in the complete number (including "CB"), with no spaces, in both fields. This number will allow you access to the Library's online catalog (WebCat), the periodical databases, the Internet, and the Microsoft Office Suite of software.

To insure the security of your account, be sure to close the browser when you are finished and log off of the computer. To log off, click on "start" in the bottom left-hand corner of the screen, choose "log off," then "log off" again when the system asks. **Do not give your borrower's number to others. It is for your exclusive use.**

**Abuse of printing privileges will lead to suspension of your Community Borrower card.**

## Online User Services

Your PIN# is _____

**Access your library account, renew items or put items on hold through WebCat.**

In WebCat, click on "My Account" then "Review My Account" OR "Renew My Materials." Enter your CB number plus your PIN to see what's checked out to you or to renew the items.

You can also put a hold on an item by clicking on "Place Hold" at the top of the WebCat screen. Then enter your CB number and PIN. We will let you know when the item becomes available.

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