



CONNECTICUT COLLEGE

Charles E. Shain Library (860)-439-2662
Greer Music Library (860)-439-2711

The Charles E. Shain and Greer Music Libraries are available for use by members of the community whose research needs cannot be met by their public library. Visitors are welcome to use the collections in-house. Patrons wishing to borrow materials from either Shain or Greer Libraries must purchase a library card. The fee for one twelve-month period is **\$25.00 for New London residents and \$50.00 for all other guest borrowers.**

Please note that there are a limited number of computer terminals in the library available for public use but there is no printing available*. During busy times of the semester use of the public terminals is limited to 15 minutes. The computer clusters and classrooms are strictly for the use of Connecticut College students, faculty and staff only. In addition, materials from Trinity College and Wesleyan University are available to current Connecticut College students, faculty and staff only.

Twelve month validation: If you choose to purchase a library card it will be valid for twelve months and is for your personal use only. If you would like to have it revalidated after twelve months, please speak to the circulation staff one month before the expiration date to avoid foreshortened loan periods for books borrowed during the twelfth month. (A book charged out three days before the expiration of the card, for example, will be due in only three days.) Again, the fee for each twelve-month period is **\$25.00 for New London residents and \$50.00 for all other guest borrowers.**

Check-out limit: Because the primary mission of the two libraries is to serve the students and faculty of Connecticut College, our policy limits to 10 the number of items which may be charged to a guest borrower at any given time. Books are checked out for a 28 day loan period. Media items (DVD's, videos, Leisure Collection) are limited to 2 at a time for a 3 day loan. They are included in the 10 item limit.

Recall and renewals: We urge you to return books by the date indicated on the slip in the book and to respond **promptly** to any recall notices we send in the event that another person asks for a book charged to you. If a recalled item has not been returned within 7 days of the recall notice, a \$7.00 per day fine is charged. If you would like to renew a loan, you may do so by accessing your personal account through Caravan, the CTW Library Catalog at www.conncoll.edu/is. Please note that the number of renewals is limited.

Overdue policy: If a book is more than 28 days overdue, the borrowers of Shain Library are charged a replacement fee of \$50.00 or the price of the book, whichever is larger, and a \$35.00 non-refundable billing fee. (Information of replacement charges for music materials is available from the Music Library staff.) If a media item is overdue, you are liable for overdue fines of \$1.00 per day.

Hours: Non-college borrowers wishing to use the Libraries in the evening are asked to do so before 9:00pm when classes are in session. Additional information regarding Library Hours is available on the [Hours & Directions](#) page.

If you have questions about our circulation policies, please contact us at the phone numbers printed above during office hours, Monday – Friday, 8:30am- 5:00pm

Access to and use of the library collections are a privilege which can be revoked at the discretion of the library staff.

**Printing is available to users of the Federal Depository Collection*