

Borrow or Renew Library Materials

- How do I **check out** material?

Creighton University students, faculty, and staff may check out up to 25 items at one time with a valid Creighton University ID card. You are responsible for items checked out on your card. Visitors may use library materials on site and may be eligible for Guest or Reciprocal Borrowing (<https://www.creighton.edu/reinert/aboutus/policies/#c205882>).

- How can I **put an item on hold** to pick up at the library or be sent to my office?

To place an item on hold, sign into your account in JaySearch and search for your item. When you find the item you want, click on the title of the item. Scroll down to REQUEST OPTIONS. Click request under where it says options. Faculty and staff members can select Work Address under the Personal Delivery option to have the item sent to their campus office. You will receive an e-mail when the item is on the Hold Shelf at the library.

- How can I **renew** an item?

To renew online, sign into your account on JaySearch and click My Account. Select all items that you want to renew and click Renew Selected. Items cannot be renewed if they are overdue, on hold, or have been renewed once. You can also renew on Library tile on the Creighton App.

- How can I clear an **overdue item** and fee?

If items are a day late (or for hourly items 30 minutes late), your library account will be blocked, and you will not be able to check out. Simply return the item to the Circulation desk and have it checked in. This will clear the block.

If an item is more than 42 days overdue, you will be charged a replacement fee plus a \$10 non-refundable processing fee. The replacement fee is refunded if you return the item within six months.

Overdue fees are \$.50 per hour for 2- and 4-hour Course Reserves and equipment, \$1 per day for 3-day and 7-day items, and \$10 per day for laptops, cameras, and other 3-day and 7-day equipment. If course reserves items and equipment are not returned, you will be charged the overdue fee, a lost item fee, and a non-refundable processing fee.

The Library may suspend your borrowing privileges if you have overdue items or fees. We can also block registrations and hold university records.

The Library accepts cash, checks made payable to "Creighton University", JayBuck\$, and credit or debit cards payments for fees. Check payments can be mailed to Access Services, Creighton University Libraries, Creighton University, 2500 California Plaza, Omaha, NE 68178. You can call us at 402-280-2260 to pay by phone.