## Library Information For Retirees

### ELIGIBILITY
NIU Retirees enjoy life-long library privileges. Your library ID is your NIU OneCard number. Retiree NIU OneCards can be used at Northern Illinois University Libraries and any CARLI library listed on the NIU Library website. Retirees are required to present their NIU One Card. Retirees may make online requests through the NIU Library home page.

### DATABASES
Retirees have remote access to all NIU databases. Off-campus access to the databases requires that a one-time authentication procedure be followed. Look for the Off-campus Authentication link on the library's homepage. Many articles are available in full text and may be printed on your computer. Reference questions and access assistance may be directed to 815-753-0152 or e-mail “Ask-a-Librarian” on the library's homepage.

### RESPONSIBILITIES
Retirees are responsible for all items checked out on their NIU OneCard for all library items. Please notify the Human Resource office of any address changes. Please direct problems or questions to Dee Anna Phares at 815-753-0343 or e-mail dphares@niu.edu or Lynne Smith at 815-753-9846 or e-mail LSmith@niu.edu.

### BORROWING
Most items borrowed at NIU are for 16 weeks. Loan periods from other libraries may vary. Due dates are stamped in red on due slips affixed to each item. You can monitor and keep track of the due dates of all of your materials online using the “My Account” function on the catalog webpage.

### RENEWALS
To renew your items on the Internet, log on to the library home page at "http://www.ulib.niu.edu"; go into "Library Services" and click on "My Account/Renew Materials", then "Renew Books/My Account" and follow the instructions.

### NOTICES
E-mail notices for renewal reminders, items available, overdue notices etc. are sent to your e-mail address.

### INTERLIBRARY LOAN
You are eligible for NIU interlibrary loan. CARLI items requested can be picked up at any CARLI library location listed on the NIU Library website. Items are requested online. Check due dates and renew online using the “My Account” function. For Illiad requests, contact Catina Maxwell at 815-753-9901.

### FINES
There is a non-refundable processing fee for overdue items that have been invoiced. Three months later, a second fee is added.