

RETIREE NIU LIBRARIES Access Form



NORTHERN ILLINOIS
UNIVERSITY

NIU Email _____ NIU OneCard Number _____

Name _____
Last First Middle

Department/Unit Retired From _____

Title/Position _____

Return to: Founders Memorial Library
Attn: Circulation Unit
Northern Illinois University
DeKalb, IL 60115

Year Retired _____

Permanent Address		

Street		

City	State	Zip Code
Primary Phone (____) _____		
Other Phone (____) _____		

Clg 07-07-08 revision

Retain this portion for you information

Library Information For Retirees

ELIGIBILITY

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

DATABASES

Retirees have remote access to all NIU databases containing articles and information on numerous historical and current subjects. 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 off your computer. Reference questions and access assistance may be directed to 815-753-0152 or by email to "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 Cliff Golden at 815-753-0343 or email cgolden@niu.edu or Madelyn Nelson at 815-753-9846 or email mjnelson@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 date 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 homepage 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

Email notices regarding your account are sent to your official NIU email address for renewal reminders, items available, overdues, etc.

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 website. Items are requested online. Check due dates and renew online using the "My Account" function.

FINES

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