

RETIREES: FACULTY, SPS AND STAFF POLICY:

Retirees of Northern Illinois University—retired faculty, SPS, and staff—will continue to receive the same level of library benefits as they had when employed. The employee's Novel ID is good for 90 days past retirement before a new Account ID will be required. The new Account ID can be requested anytime after retirement from Information Technology Services (ITS), phone (815) 753-8100, or online at http://itsforms.niu.edu/app/itsforms/application.aspx?app=E-Mail_Services, select GroupWise Retiree Account, and follow the directions.

Retiree benefits include:

- Remote access to the library's databases. This access will require the use of the retiree's new Novell ID account. Off-Campus Login instructions are available from the webpage at <http://www.ulib.niu.edu/audience/authentication.cfm>
- Use of the University Libraries during the open hours, including the computer terminals and the self-serve printers and photocopy machines
- Checkout of material with the NIU OneCard ID with 16-week loan periods. The employee NIU OneCard should continue to work after retirement. If the NIU OneCard fails to work after retirement, contact the library (815-753-9844). Personnel there will determine why it's not working.
- Reference service at the reference desks, including queries via telephone and Ask-a-Librarian email or chat service
- Use of the library's webpage, including the online catalog, databases, and all full-text material
- Interlibrary loan through the library's Information Delivery Services
- Microforms and the microforms reading room
- Faculty may apply for study carrels in Founders Memorial Library
- Faculty and SPS may check out current and bound periodicals with four-day loan periods