



# Lovejoy Library

**LIBRARY AND INFORMATION SERVICES - SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**  
Edwardsville, IL 62026-1063 <http://www.siu.edu/lovejoylibrary> Phone: 618-650-INFO Fax: 618-650-2717

## InfoPASS Program

The InfoPASS program was created by members of the St. Louis Regional Library Network to allow selective use of resources at other member libraries. Currently, more than 240 libraries in the St. Louis metropolitan area participate in the program, including Lovejoy Library.

### **Issuing an InfoPASS**

As a “parent library”, these guidelines are followed when issuing an InfoPASS:

1. User’s eligibility is determined by the library staff and is based upon these factors:
  - a. The user’s unsuccessful attempt to acquire the specific information being sought at Lovejoy Library.
  - b. The user’s borrowing record at Lovejoy Library.
  - c. The user’s ability to use the materials being requested.
  - d. The user’s acceptance of the InfoPASS guidelines.
2. A multi-copy form, similar to a one-time library card, is issued.
  - a. The form must be completed and signed by an authorized reference librarian and the person for whom the pass is issued.
  - b. The host library must be specified.
  - c. The expiration date must be within 30 days of the issue date.
  - d. The subject area must be specified.
3. The yellow copy of the form is kept by Lovejoy Library and the white copy is given to the user.
4. The user agrees to abide by the guidelines of the host library in using and borrowing its resources.

### **Accepting an InfoPASS**

As a “host library,” Lovejoy Library follows these guidelines when accepting an InfoPASS:

1. Passes presented by non-SIUE users must be complete and signed by an authorized librarian at a participating library.
2. Borrowers must be at least 18 years old and present a photo ID.
3. Two items may be charged from the circulating collection for a maximum of four weeks, with no renewals.
4. All items are subject to immediate recall if required for an SIUE class.
5. Lovejoy Library’s established circulation policies, including overdue, damaged and lost material fines apply.

For additional assistance contact Lydia Jackson, Instruction Librarian ([ljacks@siue.edu](mailto:ljacks@siue.edu) or 618-650-2604).