**Access to Library Resources while on Leave**

*In some instances it is appropriate for schools to extend library privileges to students who are on leave. This policy explains eligibility and implementation.*

- An Exit Action of *FL* (For Library) confers access to Library electronic resources.
- PhD students on family leave are assigned the Exit Action *FL*.
- With the approval of their school, students in other degree programs may be assigned the Exit Action *FL*.
- There is a $50 per semester charge for students with an Exit Action of *FL*. The School Registrar sends email to Student Accounts at stuaccts@sfs.upenn.edu requesting that the charge be posted and indicating the student’s name, pennID, and term to be charged with the rate. The student pays the bill at the Cashiers office in the Franklin Building, or online through the PennPay.
- Students on *FL* have e-access to Library resources. If the student also desires print borrowing, s/he must obtain a Student on Leave PennCard ($25). Once the $50 *FL* fee is charged and paid, the student brings the receipt to the PennCard Center and pays $25 for a Student on Leave Penncard. The student takes the new Penncard to Van Pelt Library’s main Circulation Desk to register for print borrowing.