

# ABINGTON LIBRARY POLICES

Revised July 2009

## HOURS OF OPERATION

The hours will vary with the University calendar. There are no weekend hours on holidays or on the preceding weekend of a Monday holiday. Current operating hours are posted in the lobby and on the library website. During intersession times, the library is open Monday through Friday from 7:30 am to 4:30 pm and closed on Saturday and Sunday.

### Summer Semester Hours

Monday through Thursday: 7:30 A.M. - 6:00 P.M.  
Friday: 7:30 A.M. - 4:30 P.M.  
Saturday: CLOSED  
Sunday: 1:00 P.M. - 5:00 P.M.

### Fall and Spring Semester Hours

Monday through Thursday: 7:30 A.M. - 9:00 P.M.  
Friday: 7:30 A.M. - 4:30 P.M.  
Saturday: 10:00 A.M. - 3:00 P.M.  
Sunday: 1:00 P.M. - 5:00 P.M.

## CONVERSATION AND NOISE LEVEL

In any shared environment it is appropriate that all of us respect the needs and preferences of others. The needs of all are best served when students engaged in reading and study can do so without distractions. Please place your cell phone ringtone on silent or vibrate. Please keep conversation levels, whether it is cell phone or group interaction, at a minimum and your voices lowered. Rooms are available on the second floor for group study. Please inquire at the Circulation Desk for access to a group study room.

## FOOD AND DRINK

Drinks should be in covered and/or spillproof containers. Prepackaged snack foods are allowed; however, meals, delivered items, or messy, aromatic foods are not permitted in the library. Please do not place food or drink near the computers. Food and drink can damage or destroy library collections, equipment, and furnishings. We ask that you act responsibly when consuming food and drink in the library and dispose of food and drink-related trash properly. Please report any spills to library staff immediately. Library staff members have the authority to determine if food or drink meets the acceptable criteria for library use.

## TOBACCO USE

No use of any tobacco product is permitted.

## LIBRARY MATERIALS AVAILABLE FOR YOUR USE

Material formats that allow check out and remote access to subscription databases require a properly issued ASU-Beebe ID card, which must be presented at each in-person check out. The ID number is also required for remote access login to the online databases. If you do not have the required ID, please check with the Circulation Desk, call us at 501-882-8976, or email us at [circ@asub.edu](mailto:circ@asub.edu) for the procedures to obtain a card. All materials are available subject to the following circulation policies that guide library operations.

## CIRCULATION POLICIES

- BOOKS – Loan period is two weeks with the privilege of one renewal. ASU-BEEBE STUDENTS may check out a maximum of 10 books. NON-STUDENTS may check out a maximum of 4 books. Late fees are 25¢ per item each day. The maximum fine is \$25.00 per book.
- RESERVE – May not be checked out of the library. These are materials placed on reserve by faculty members. Inquire at the Reference or Circulation Desk.
- REFERENCE BOOKS AND ENCYCLOPEDIAS – May not be checked out. Any book with a call number beginning REF may be used only in the library building.
- PERIODICALS – May not be checked out. After using, please place them in the designated area to be shelved by library staff. Magazines, newspapers, and journals are examples of periodicals.
- PAMPHLET FILE MATERIALS - Up to five items may be checked out for a 2-week period with one renewal. Fines are the same as for books. Maximum fine is \$25.00.

- AUDIOVISUAL MATERIALS – Most CDs, cassettes, videocassettes, and DVDs may be checked out for a two-day period with the privilege of one renewal. There are some titles not available for checkout, but those titles can be used in the library. The fine for each item is \$1.00 for each day that they are overdue. The maximum fine is \$25.00 per item. A maximum of 2 items may be checked out at one time.
- COMPUTER FILES AND AUDIO BOOKS – Loan period is two weeks with the privilege of one renewal. A maximum of 2 items may be checked out at one time. The fine for each item is \$1.00 for each day that they are overdue, with a maximum fine of \$25.00 per item.
- CAMCORDER AND DIGITAL CAMERA – May be checked out by ASU-Beebe, Searcy, and Heber Springs faculty, staff, and students. Students may check these items out for two days with one renewal and are required to pay a \$50.00 deposit.
- MICROFILM AND MICROFICHE – May not be checked out; they are for library use only.

### **DAMAGED/LOST MATERIALS**

Materials to be replaced must be paid for at current replacement cost or any incurred fines, whichever amount is greater, and a processing fee of \$5.00 per item. If exact replacement cannot be found, the following minimum charges apply:

BOOKS – Cost Determined for Each Book  
 CASSETTES/RECORDS/CD's – \$15.00  
 PAMPHLETS – \$5.00

VIDEOS and DVDs – Cost Determined for Each Item  
 AUDIO BOOKS – Cost Determined for Each Audio Book  
 COMPUTER FILES – Cost Determined for Each Item

Materials that are damaged or vandalized, but to be retained in the library collection, may be charged a fee ranging from \$1.00 to 50% of replacement cost. Charges for replacement of lost or damaged materials will be refunded, if said materials are returned to the library within one month of payment. Fines and processing fees are non-refundable. Items lost that were purchased as part of a set, and that can only be replaced by purchasing the set, must be paid for at the price of the set.

### **LIBRARY SERVICES**

- COPIES – A copy machine is available for use at a fee of 10¢ per side. It is located on the first floor. Inquire at circulation desk for assistance. Please remember that copyright laws prohibit unlawful copying of some materials.
- MICROFILM & MICROFICHE COPIES - Inquire at the circulation desk for assistance. The fee is 10¢ per copy.
- COMPUTERS - Available for use at no charge on first-come, first-serve basis. Academic/classroom use takes priority over other computer use when a limited number of computers are available.
- FAX MACHINE – Available for use with a calling card or if the call is to an 800 number.

### **LOCATIONS OF LIBRARY RESOURCES**

#### **FIRST FLOOR**

Circulation and Reference Desks  
 Computers – Some with printers and scanners  
 Periodicals  
 Microfilm and Microfiche  
 New Book shelf  
 PAC Stations  
 Periodical Indexes (Print and Computer)  
 Reference Books & Encyclopedias  
 Reserve Books

#### **SECOND FLOOR**

Check-out Collection  
 Faculty Reading Room  
 George Fisher Gallery  
 Library Director's Office  
 PAC Stations  
 Special Collections (includes Arkansas Collection)  
 Study Rooms

### **POLICY UPDATES**

Policies are updated periodically. It is the responsibility of the person using the library building, equipment, resources and materials to read and follow the latest policy, a copy of which is always available at the Circulation Desk and on the website.