

ABINGTON LIBRARY POLICES

ASU-Beebe • P.O. Box 1000 • Beebe, AR 72012 • 501-882-8976 • circ@asub.edu

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. Community members can obtain a library card through the Circulation Desk. All materials are available subject to the following circulation policies that guide library operations.

CIRCULATION POLICIES

- BOOKS – Loan period is 28 days with the privilege of 1 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 \$10.00 per book. The amount of the fine shall not exceed the value of the library material.
- RESERVE – May not be checked out of the library. These are materials placed on reserve by faculty members. Inquire at the Circulation Desk.

Revised February 2012

- REFERENCE BOOKS – Books with a call number beginning REF may not be checked out; they are for library use only.
- PERIODICALS –Magazines, newspapers, and journals may not be checked out; they are for library use only.
- AUDIOVISUAL MATERIALS – Most CDs, cassettes, videocassettes, and DVDs may be checked out for 5 days with the privilege of 1 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 \$10.00 per item. The amount of the fine shall not exceed the value of the library material. A maximum of 2 items may be checked out at one time.
- COMPUTER FILES AND AUDIO BOOKS – Loan period is 2 weeks with the privilege of 1 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 \$10.00 per item. The amount of the fine shall not exceed the value of the library material.
- 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 2 days with 1 renewal and are required to pay a \$50.00 deposit.
- MICROFILM AND MICROFICHE – May not be checked out; they are for library use only. Copies are available at 10¢ per copy.

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:

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| BOOKS – Cost Determined for Each Book | VIDEOS and DVDs – Cost Determined for Each Item |
| CASSETTES/RECORDS/CD's – \$15.00 | 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 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 & PRINTING - 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. Printing for non-academic purposes is limited to 50 pages per day.
- 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 – Scanners available on some computers.
Periodicals

SECOND FLOOR

Circulating Collection
Faculty Reading Room
George Fisher Gallery

Revised February 2012

Microfilm and Microfiche
New Bookshelf
Online Catalog – Available on any computer.
Reference Books & Encyclopedias
Reserve Books – Inquire at Circulation

Library Director's Office
Computers – 1 Available for Online Catalog Use
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. If you have questions or concerns, please contact us at 501-882-8976 or email circ@asub.edu.