

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 academic 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, messy, aromatic foods are not permitted in the library. Please do not place food or drink near the computers. We ask that food and drink related trash be disposed of properly, and 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 require a properly issued ASU-Beebe ID card, which must be presented at each in-person check out. 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.
- OVERDRIVE – Downloadable eBooks and Audiobooks are available for checkout online with a maximum of 5 items for a 21-day checkout period. Once the title expires, you are able to check it out again if available. There are no fees or fines.
- RESERVE – May not be taken out of the library. These are materials placed on reserve by faculty members. Inquire at the Circulation Desk.

- REFERENCE BOOKS – Books with a call number beginning REF located on the first floor may be checked out for a period of 14 days.
- PERIODICALS –Magazines, newspapers, and journals may not be checked out; they are for library use only. Fines and late fees are the same as books listed above.
- AUDIOVISUAL MATERIALS – DVDs may be checked out for 5 days with the privilege of 1 renewal. 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.
- 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.
- 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 and a processing fee of \$5.00 per item. Replacement costs will be determined for each item by library staff. 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 on first-come, first-serve basis. Academic/classroom use takes priority over other computer use when a limited number of computers are available.
- PRINTING – Printing is available at no charge at the three networked laser printers located on the first floor. Printing for non-academic purposes is limited to 50 pages per day. Color printing for student coursework needs is available free of charge by library staff at the Circulation Desk.
- FAX MACHINE – Available at no charge to an 800 number or local number. Long distance numbers require a calling card.
- STUDY ROOMS – Rooms are available on the second floor for group study or individual study. Please inquire at the Circulation Desk for access to a study room.

LOCATIONS OF LIBRARY RESOURCES

- FIRST FLOOR: Circulation Desk, Computers with scanners available on some computers, Periodicals, Microfilm and Microfiche, New Bookshelf, Online Catalog (Available on any computer.), Reference Books & Encyclopedias, and Reserve Books (Located behind the Circulation Desk.).
- SECOND FLOOR: Faculty Reading Room, George Fisher Gallery, Library Director's Office, Online Catalog, Special Collections/Arkansas Room, and Study Rooms.

POLICY UPDATES

It is the responsibility of the person using the library to read and follow the latest policy, a copy of which is available at the Circulation Desk and the website. If you have questions or concerns, please contact us at 501-882-8976 or email circ@asub.edu.

Revised July 2019