

## **BGU Library Handbook**

### **Introduction and General Policies**

Welcome to the BGU Library! We hope that you find our Student Resource Center to be just that—a place to meet all your resource needs. You may find our library to be a bit different than some you have visited in the past, but we ask that you respect our resources and policies.

Please respect the following:

Food and drink are allowed in the SRC, but we ask that you eat/drink only at the laptop/study station tables, and not at the desktop computer desks or couches. Please keep all beverages in sealed containers.

Talking is allowed, but please only talk quietly out of respect for those who may be studying. We may ask you to leave if you are being too noisy! Please silence your cell phones while in the library and take phone calls outside of the library.

Please treat all our resources with kindness, as we will ask you to replace any damaged or lost item.

If you have any questions for us, please feel free to ask any of the library staff, or leave a comment/suggestion in our suggestion box at the circulation desk.

### **Library Resources and Services**

All reference books (any book shelved along the east wall) are for in-library use only and cannot be checked out.

Our 3 desktop computers are available for use anytime we are open. Please respect these computers by only using them for academic purposes. No games or software should be downloaded onto these computers. Please be sure to delete any personal documents from the download folder when you have finished using the computer.

We have one conference/study room that is available for student reservation by the hour. [Click here to reserve this room.](#) The room is available for study use on a first-come-first-served basis if no reservation has been made previously.

We have a collection of online databases and journals available to students. Please ask a library staff member if you need help accessing a database.

*Reserve Collection*

All required materials for student classes are placed on a reserve cart behind the circulation desk at the beginning of each semester. These materials are available for student or faculty use for one hour at a time (one book at a time) and should only be used within the library or T.A. Hegre building. Patrons may not check reserve materials out of the library and all materials must be returned by closing. Fines will be issued for any reserve material returned late.

### *Interlibrary Loan*

Want a book that we don't have? BGU students have accessibility to any book in the Crown College library through interlibrary loan. Let us know which book you would like to borrow from the Crown library and we will order it for you. Browse the Crown College collection [here](#).

### *Printer/Copier*

We have one printer/photocopier that is available for use. Patrons can only print from one of the three desktop computers in the library and cannot print directly from their own laptop computers. Prints are \$0.10 per page for black and white and \$0.15 per page for color.

### *Holding*

Patrons may request that an item be held for pickup through the online library catalog. Simply find the item and click the Place a Hold button. Fill out the necessary information and your request will be sent to the library staff. Books and movies and games will be held for up to two hours before library staff will reshelf the item.

## **Circulation Policies**

### *Circulation Periods*

Books – three weeks

Movies – three days

Games – three days

Audio books – three weeks

### *Fine Policies*

Books/audio books – \$0.25 per day

Movies – \$0.50 per day

Games – \$0.50 per day

Checkout privileges are suspended after patrons have reached a \$10.00 fine limit on their account. Fines must be paid in full and all materials returned before the suspension is removed.

#### *Reserve Books*

All reserve books returned late will be issued a \$0.50 fine for each hour late until they are returned.

#### *Exiting Students*

All exiting students must receive a signature from a library staff member indicating that all fines have been paid and all materials returned. Students who fail to receive a signature and have outstanding fines/unreturned materials will be reported to the finance and registrar offices. The fine will be invoiced to students online and transcripts will not be released until the fine is paid in full and/or materials are returned.

#### *Lost/Damaged Materials*

Patrons are held responsible for lost or damaged materials. The charge for replacement is a \$10.00 processing fee plus the cost of the material.