LIBRARY HOURS

The library is open:
7:30 a.m. - 10:45 p.m. (M-TH)
7:30 a.m. - 9:00 p.m. (F)
9:00 a.m. - 9:00 p.m. (SAT)

Closed for Chapel, College Revival, Missionary Conference and Holiness Week evening service.

ARCHIVES HOURS

The archives office is open
8:00 a.m. - 5:00 p.m. (M-F)
Other hours by appointment with Archivist.

COPYING

1. Xerox machines - Use departmental account # or complimentary personal allotment to make copies.

2. Microform printer - This is a coin operated machine (.10/page).

3. Tapes/Videos - A form must be filled out in the Media Center for a duplication of a cassette tape or a video. Department account # may be used. (NOTE: Copyright laws are strictly adhered to in the Media Center.)

CHECK-OUT POLICIES

Books -
1. A faculty member is given an extended loan up to one semester on all books in general circulation but is urged to return books as soon as possible. It will be possible to have two consecutive renewals on books.

2. Faculty members are expected to return all books at the end of each semester.

3. Faculty members may be asked at any time to return all books which are in demand.

Periodicals -
Periodicals may be checked out for one day.
They are due before closing on the due date.

Media items -
1. Videos - Faculty may check out video tapes for classroom use or for classroom preparation for a one week period.

2. Records, scores, filmstrips, kits and cassettes - Faculty may not check these out for the duration of the semester.
Reference Assistance:
Students, faculty, and staff may ask the Reference Librarian research questions for papers and ongoing projects, questions regarding the use of indexes and reference books, and questions about the new on-line catalog and various on-line databases. With the advent of the Internet on campus, some assistance will be available with sources available there.

Database Searching:
DIALOG, Wilson Line, etc. Are on-line data bases available to faculty by arrangement with the Reference Librarian. The library subsidizes searches related to lecture preparation. For further information, see the Head of Public Services.

InterLibrary Loan:
Students may ask the Reference Librarian for help in projects which require borrowing materials not on our campus. Faculty members may also order interlibrary loans with the help of the Reference Librarian. Faculty members can also obtain direct borrowing privileges at the University of Kentucky Libraries and the Withers-Jessamine County Public Library in Nicholasville. The college library cooperates closely with the Asbury Theological Seminary Library through reciprocal borrowing privileges. For further information, see the Head of Public Services. Lists of current periodical holdings of the University of Kentucky, Transylvania University, Asbury Theological Seminary and Asbury College are found in the current periodical area.

Reserve Materials:
If materials are to be on reserve for the first day of classes, the library circulation supervisor needs them the week prior to classes beginning. If material for reserve arrives after classes have begun, two (2) days (from the day they are received) must be allowed for the materials to be processed and ready for reserve usage. Faculty should not assign reserve reading to students until processed and ready for reserve usage. Faculty should not assign reserve reading to students until there has been ample time for securing those items and placing them on reserve.

ALSO: The copyright laws do not permit the library to leave xeroxed materials on reserve from term to term (unless permission has been obtained from the publisher).

Ordering Library Materials:
1. For the book collection -
Faculty members are encouraged to assist the librarians in building the collection and screening materials for discard. Order cards are available from the Collection Development Librarian and the completed cards should be returned to that office. It should be noted that academic materials are given priority. The Collection Development Librarian is ready to assist individual faculty members in material selection.

2. For the periodical collection -
Any requests for periodicals should be directed to the Library Director.
Funds for library resources are allocated to each Division. Check with your Division Head for actual departmental budget. Monthly reports of expenditures/balances are sent to the Division Heads.

**Media Center Services:**
1. Film/video rental for classroom instruction (see the Media Circulation Assistant).
2. Equipment requests may be placed with the Media Supervisor between the hours of 8-12 and 1-5 Monday-Friday. For most equipment requests, 24 hours notice is needed, 48 for sound equipment.
3. Listening copies of chapel tapes are available in the Media Center. They are to be used in the Media Center (one per week).

**Language Lab:**
The language lab is located in the Media Center in the library.

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