

## Library Services

### 1. Hours

The Library follows Mayville State University's hours of operation. During fall and spring semesters, the Library's hours extend into the evening. A complete list of the Library's hours of operation can be found on the Library's website.

The Library also has an extensive online collection of ejournals and ebooks which are always available via the Library's website.

### 2. Patrons of Byrnes-Quanbeck Library

All Mayville State University students, staff, and faculty are patrons of the Library. Any person from the wider community may be a "local patron" of the Library. Patrons under the age of 16 must be accompanied in the Library by their parent or legal guardian.

Mayville State University's identification card is used as a library card and allows all students, faculty, and staff to borrow library materials.

### 3. Loan of materials

When borrowing any material, present your ID card to the person working at the circulation desk located near the main entrance of the Library.

#### a) General Collection

All materials other than periodicals, reference, and reserve are part of the general collection.

Students, staff, and local patrons may borrow most Library materials for two to eight weeks. One due date is near midterm and one near the end of the semester. Renewals are possible if another patron is not waiting for the item.

Faculty members may borrow most Library materials for one semester. They may renew materials at the end of Fall Semester, but they must return all library materials at the end of the academic year.

Faculty and staff are not charged fines but are billed for lost materials.

Students and local patrons are charged a fine that accumulates weekly for each overdue item. An item's overdue fine will not exceed the replacement cost of the item.

When items are lost, the patron who has checked out the material will be charged the replacement cost of the item and a small processing fee.

After any patron has had material checked out for two weeks, the Library may recall the item if it is needed by another Library patron.

#### b) Reference and Periodicals

Reference materials and periodicals are for in-house use only. However, under special circumstances, a librarian may allow a patron to borrow those items for a very limited time.

As more reference material becomes available online, the Library is limiting the purchase of print reference materials which become out-of-date quickly. The Library's online resources contain encyclopedias and other general reference sources.

The Library's print periodical collection contains general interest magazines, trade publications, academic journals, and newspapers. A much larger collection of periodicals is available through the Library's licensed databases. A complete list of both the print collection and the electronic collection of periodicals are available on the Library's website.

As online access has become the preferred research method for periodicals, the Library has limited the purchase of print periodicals. Faculty may request the purchase of a print or online title. The Library will make every effort to honor the request as the budget allows.

#### c) Reserve Materials

Faculty may place items they would like their students to access on reserve in the Library. The items can be from the Library's collection or from the faculty member's personal library. To place an item on reserve, please bring it to the circulation desk and fill out a form. The Library will need at least two days after receiving the material to place it on reserve.

Items on reserve in the Library are kept behind the Library's circulation desk and may be checked out by students for a limited amount of time. The normal check-out period for a reserve item is two hours. However, faculty members may designate a longer borrowing period or may stipulate in-house use only.

Library fines for reserve materials accumulate by the hour. If an item from a faculty member's personal library is lost, the Library will bill the patron who has checked out the item the replacement cost and make every effort to find a replacement.

#### **4. Interlibrary Loan of Materials**

Interlibrary loan provides access to resources not owned by Byrnes-Quanbeck Library. You may borrow materials from libraries throughout the world. This is a free service but you should expect to wait at least a week after a request to receive your item.

#### **5. Computer policy**

The library contains a limited number of public access computers. Students, faculty, and staff of Mayville State University have priority in using the public access computers at the Library. Any other patron must give way to them.

Any patron forfeits the right to use any computer in the Library if that person violates the computer policies of either the North Dakota University System or Mayville State University or if, in the judgment of the Library staff, that person uses a computer inappropriately.

#### **6. Acquisitions and Selection of Library Materials**

All faculty members are invited to recommend or request the purchase of any kind of library material. Complete bibliographic information for requests helps speed a purchase. The faculty member may wish to place a rating of FIRST, SECOND, or THIRD PRIORITY on requests.

If funds allow and if the Collection Development Policy permits, the Library makes every effort to obtain all requested items.

#### **7. Electronic resources**

Encyclopedias, online databases and journals, full-text articles, and e-books are available electronically through the library's website. These resources recognize the campus's IP addresses when accessed on-campus. For off-campus access, patrons should use their MSU credentials.

#### **8. Tours and Instruction**

Library staff will conduct library tours and provide instruction to classes or individuals. Because of potential schedule conflicts, faculty should try to arrange library instruction well in advance. Examples of instruction are the following:

- use of the online catalog
- survey of print or online materials available in any subject area
- use of Library databases

Library staff will also assist faculty members with their bibliographic, reference, and research needs.

## **9. Weeding of Materials from the Collection**

The Library constantly weeds materials from the collection and informs faculty about intended withdrawals from their respective subject areas. For more in-depth weeding, the Library focuses on one academic division per year to update Library holdings. Faculty will be asked to recommend whether materials should be withdrawn or retained.

## **11. Other Services**

The Library Director is available to visit about specific requests or library needs. Any faculty or staff member needing assistance or a particular library service should contact the Director or any of the other professional staff members.

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