

Carver Library Policies and Procedures

Library Hours:

The library is open whenever classes are being held and can also be opened whenever faculty or staff are present in the building. Library personnel are available on Tuesdays and Thursdays from 9:00am to 5:00pm. The library website and catalog may be accessed at any time in any location with internet access. The website includes links to online resources that are very helpful for student research.

Using the Library:

Students, faculty and staff are requested to sign in to the library using the library sign-in notebook.

The library catalog may be accessed by going to the Carver website (carverbiblecollegekc.org) and clicking on the Reese and Levonia Memorial Library link or by logging into the Campus SIS system and choosing OPAC Library under the navigation bar.

If library books are used in the library, we request that they not be returned to the shelves. Please place them in the basket marked 'Used Books' so that we can make sure they are shelved correctly and keep a record of books that are being used.

There is a desktop computer available in the library for student use. Additionally, there are laptops available for checkout and use only in the library. Please inquire in the Carver office. Print jobs can be sent to the Brother HL-3170CDW printer in Room 403.

No food or drink is allowed in the library. If you need a land-line to make a phone call, please use the phone in Room 403.

Circulation Policy:

- A maximum of 10 items may be checked out at a time.
- The checkout period for items is 28 days for students and 150 days for faculty. Items may be checked out in either of two ways:
 - by using self-checkout in the Campus SIS software (1) log in to Campus using your last name, password and email address (2) under the Navigation Bar, choose OPAC Library Catalog (3) near the top of the screen, choose 'Self Check Out' (4) click 'Pull Student Record' button (5) type in barcode, e.g. 1005027 or cbbc623.
 - by filling in your name, the date and the barcode of the item on the Checkout clipboard in the library.
- The fine for overdue materials is \$.25 per day up to the cost of replacing the item. Fines must be paid at the end of the semester to receive final grades.
- Materials may be renewed two times unless they are on hold for another user.
- Holds can be placed on checked out materials by contacting a staff member.
- Items in the Reference or Reserved area may not be checked out. They must be used in the library.
- If items are lost or damaged, borrowers will be charged the cost of replacement of the item.
- Items may be returned by placing them in the 'Book Return' basket in the library. Slips of paper are provided to write the date of return and place inside the book.