



# Living University Library **Patron Guide**

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Living University  
2301 Crown Centre Drive, Suite A  
Charlotte, NC 28227-7705

## OPENING-CLOSING HOURS

### Semester Hours

Monday -Thursday 9:00am – 5:00pm

Friday 8:00am – 3:00pm

Saturday - Sunday CLOSED

### Summer Session Hours

Summer hours will be posted at the entrance of the Library. Variations in scheduled hours will be posted in advanced on the entrance doors.

### Interim Period Hours

Monday - Thursday 9:00am – 5:00pm

Friday 9:00am – 4:30pm

Saturday - Sunday CLOSED

Autumn and Spring Recess CLOSED

### Holiday Hours

The Library is closed on all-campus holidays and for the autumn and spring recesses.

### Noise Policy

- Laughing, loud conversation, audible music, or any form of excessive noise is not permitted in the library.
- Library users are to be given only ONE verbal warning by a member of the library staff if found in violation of the above. Thereafter, users may be asked to leave the premises and are expected to do so PROMPTLY.
- Personal phone calls in the library are strictly prohibited. If you must answer a call, please step outside.

## LOCATING A BOOK IN THE LIBRARY

### Using OPAC

Two computers are located to the right of the entrance to the library. Both of these computers should have OPAC open in an Internet Explorer window. If OPAC is not open, or if it requests a password in order to use OPAC, press the home icon located in the top right corner of the window. The purpose of these computers is to assist in locating books in the Library's collection. You can search by title, author, subject, or ISBN. Not every book in the library has an ISBN or a subject saved in its listing, so be aware that these two options may not bring up the results you desire. When using the search function, be sure to double-check your spelling. These computers are not equipped with a spell-check function.

As you browse the entries on the computer, notice the collections and locations of the books. Books in the Special Collection may not be checked out, and Reference books may only be checked out by faculty. The location of the library the book is in may be determined by looking at the bar code. A bar code beginning with "USNC" means the book is located in Charlotte, NC, USA; "ONCA" means Mississauga, ON, Canada, etc... After you have found the entry for the book you would like to locate, write down the call number and proceed to the stacks.

## Locating the book in the Library Collection

Books are arranged according to the Library of Congress (LC) cataloging scheme. A chart explaining the classification system is hanging in the Library. Books are sorted by their alphanumeric call number, as printed on their spines. The stacks start with the regular collection beginning with "A0" next to the door, and snake up and down the aisles. An example call number is BC525.M356. The call numbers are arranged according to numerical value. For example, BC525 is located before BC1365. The letters and numbers located after the decimal place are used to further determine the book's location.

## CIRCULATION

Each person with borrowing privileges must check out materials on his or her own identification. Faculty, administrative staff, and/or staff member may send a designated person with written instructions and with their identification card to check out a specific item for the employee; **NO ONE MAY CHECK OUT MATERIALS USING ANOTHER'S IDENTIFICATION.** While it is recognized that it is the right of students, faculty, administrative staff, staff and persons with valid library borrowing cards to enjoy borrowing and usage privileges, abuse of those privileges, particularly those that harm access or usage of library materials to other library patron or university classes, cannot be tolerated. The library therefore reserves the right to recall all materials checked out.

## Who Can Borrow Library Materials:

1. Students currently enrolled at LU.
2. Faculty and staff currently employed at LU.
3. Employees of the Living Church of God.
4. Alumni of LU.
5. Participants in special programs affiliated with LU.
6. Others who may secure an ID from LU with borrowing privileges.

## Requirements to Borrow Library Materials:

1. For Living University faculty, staff, and students, a Living University identification card with photo.
2. For others (including those from other institutions), a Living University Library Access Card or an Interlibrary Loan (ILL) request submitted by the borrowing library.

## What May Be Borrowed (Circulating):

1. Library materials from the main collection (circulating).
2. Audiovisual materials, software and hardware for University faculty and staff and LCG headquarters staff borrowing only.
3. Except for faculty members, reference books, reserve items, and current issues of periodicals shall not circulate; and.
4. Rare items shall not circulate.

## Loan Policy

1. Books borrowed from the library are loaned out for a period of 30 days for faculty, 21 days for students and others, and 30 days for ILL from the checked out date. If a book is due back during a break, the due date shall be the last day the library is open before the break.
2. Books to be returned should be deposited in the book chute or at the Circulation Desk.
3. A maximum of 10 items per person may be borrowed at a time.
4. Audiovisual materials, software and hardware are loaned out to faculty only for one day.
5. Current periodicals, reference books, reserve items and other material are loaned to faculty under special circumstances for a period specified by library personnel at the time they are borrowed.

## Fines for Overdue and Lost Items

1. Fines are \$0.25 per day for overdue items.
2. The minimum overdue fine is \$1.00 per item.
3. The maximum overdue fine is \$10.00 per item.
4. Fines for lost items are \$100.00 per AV item, \$25.00 per reserve item and \$50.00 per item from main collection.
5. Fines for other overdue items depend upon the type of material and other special conditions.
6. Fees for other lost materials depend upon the cost to the library for replacement of the item(s).
7. Borrowers are responsible for returning materials on time. When a book is ninety (90) days overdue, charges will be invoiced as follows:
  - o Cost of book replacement
  - o Processing fee
  - o Overdue fines (\$.25 per day per book and \$.50 per day for African American Books).
8. When a book is returned that was considered to have been lost, credit will be given for all except the accumulated overdue fines.
9. Items not returned by the end of the semester will be considered lost.
10. Charges for lost items will be added to a student's account in the Office of Business Affairs and billed to other patrons. If a book is still in print, the charges will be based upon the listed price, plus the processing fee. If a book is out of print, the library will refer to the U.S. College Book Price Information Guide plus the processing fee.

## Right to Privacy

1. Every patron has a right to privacy while checking out library materials.
2. To ensure complete privacy, patrons need to use their 11-digit PIN.

## Reserves

1. The library accepts requests for items to be placed "on reserve" each semester by faculty members for their respective classes.
2. The maximum number of items (books, articles, etc.) that a faculty member can place on reserve is eight (8).
3. All materials designated by faculty members for required reading are maintained at the Circulation Desk.
4. Reserve materials are for use in the library only, but may be checked out for overnight use by faculty member only.
5. These materials must be returned within thirty (30) minutes after opening on the following day. Afterward, a fine of thirty cents (\$0.30) per hour will be charged until the materials are returned.
6. Reserves are issued on a "first come, first served" basis.

## **DISTANCE LEARNING SUPPORT**

Distance learning students may borrow materials via mail or in person. The library may assist distance learning students in securing materials from their local libraries.

## **PARTICIPATING LIBRARIES**

Participating libraries in the Living University OPAC (Online Public Access Catalog) are the Living Church of God principal offices in Australia, Canada, Republic of South Africa and the United Kingdom.

## **INTERLIBRARY LOAN**

Should a LU library patron request an item available only at another library, a formal request will be prepared and sent to the lending library. The borrowing library (Living University Library) monitors the item's use and returns it at the appropriate time to the lending library. Patrons will be notified when the item has been received by Living University Library. Patrons are expected to return the items when they are due.