

"Quick" Guide to the Schurz Library

For more information, please refer to the **Services for Students** page on the library website at <https://www.iusb.edu/library/services/students/index.php>

Hours (Fall and Spring Semesters):

Monday – Thursday 8 am – Midnight
Friday 8 am – 5 pm
Saturday 10 am – 5 pm
Sunday noon – Midnight

Special hours during the summer, between sessions, and during holiday breaks are posted in the library and on the Hours and Directions page on the library website at <https://www.iusb.edu/library/about/hours.php>.

Reference service is available:

Monday – Wed.:	9 am – 9 pm	Librarian at desk
Thursday:	9 am - 6 pm	Librarian at desk
Thursday:	6 pm - 9 pm	Librarian available via phone
Friday:	9 am - 5 pm	Librarian on call in building
Saturday:	1 pm – 5 pm	Librarian available via phone
Sunday:	1 pm – 5 pm	Librarian at desk

Librarians can be scheduled at other times for Research Consultations. Ask at the Hammes IC service desk or the Circulation desk for a Research Consultation form, or complete one online at <https://www.iusb.edu/library/forms/refapptform.php>.

Telephone Information (area code 574):

Circulation/Reserve Desk	520-4440
Hammes Information Commons service desk	520-4441
Interlibrary Loan	520-4433
Special Collections/Archives	520-4392
Administration	520-4449

Borrowing policies. Materials may be checked out with an Indiana University library borrower's card (on the back of your IU identification card). Periodicals, reference books, some U.S. government publications, and rare or fragile special collection materials do not circulate. Circulation periods for students are as follows:

Books and Government Publications, CD's	45 days (Undergrad) 120 days (Fac/Staff/Grad)
Reserve materials	As specified
Audiotapes	7 days
Media Kits	7 days
Videos	4 days

Most materials may be renewed in person, over the phone at 520-4440, or through the MY Account feature in the IU Libraries Catalog (IUCAT) if it is not overdue or has not been requested by another patron. All items are subject to recall. For more information, see Loan lengths on the Library website at www.iusb.edu/library. Questions? Contact Kathy Plodowski, Circulation Supervisor at 520-4380.

Overdue Fines:

Books and Government Publications—25 cents per day; fine maximum \$25.00
Other fines vary by type of material; see Fine Policies on the Library website at www.iusb.edu/library.

Reserve materials:

There is a maximum overdue charge limit of \$25 for reserve items.

Hourly loan items-- \$1.20 per hour

Daily loan items-- \$1 per day

Equipment - \$10 per day

Reserve collection. Materials that instructors have placed on reserve for student use are found at the Circulation Desk. Loan periods vary and have been selected by the instructor.

Document Delivery. Submit a book or article request for materials owned by Schurz Library and we will provide within 24 hrs (Mon-Fri). <https://iusb.illiad.oclc.org/illiad/logon.html>

Interlibrary Loan. Submit requests for research materials (books, articles, DVD's CD's) not held by the Schurz Library to <https://iusb.illiad.oclc.org/illiad/logon.html>. Most articles arrive within 2 to 3 days and loaned materials in 5 to 7 days.

Services for Community members. The Schurz Library and WERC are open to community residents for the in-house use of materials. An IU Libraries borrowing card is issued free of charge to first time borrowers who are residents in the state of Indiana. Residents must show a valid Indiana state ID, and provide 2 pieces of mail received at a home address postmarked within the last month before a borrowing card will be issued. The circulation period for community users is 30 days for most materials. Recalled items must be returned promptly. Community users may have a maximum of five items checked out any given time. Complete information regarding circulation periods, renewals, and fines is available at <https://www.iusb.edu/library/services/circulation/borrowing.php>.

Community users may use their borrower's card to check out a user id and password from the Circulation desk to gain access (2 hour limit per day) to four designated computers in the Schurz Library. Wireless access is available for visitors. For more information, see the Services for Visitors page at <https://www.iusb.edu/library/services/visitors/index.php>.

Miscellaneous:

- Closing procedures. For security purposes, floors two through five and the ground floor close fifteen minutes before the posted closing time. Announcements are made over the public address system when the library is preparing to close. At 15 minutes before closing, patrons with materials to check out are requested to come to the Circulation Desk. The Hammes IC closes 5 minutes before closing time.
- Photocopiers are located in the Hammes Information Commons on the first floor and in the southeast corner of the second floor. The library's copying machines accept coins and one dollar bills. Copies are 10 cents each.
- Emergency procedures. Alarm bells, flashing lights, and announcements over the public address system will alert patrons to a fire or other emergency. Patrons on floors other than the first should use the stairs to make their way to the exit-- do not use the elevators. Patrons with a disability on floors other than the first should go to the area in front of the elevators and use the phone next to the elevators to alert the campus security office of their location (the number for security is posted above the phone). In case of a tornado warning, use the north stairs to go to the tunnel connecting the library to Northside Hall.
- No tobacco is allowed in the library.
- Student group study rooms are located on the fourth and fifth floors along the south wall. Signs on the windows of these rooms state the number of students needed to occupy a room. Single students or groups smaller than the posted number may be asked to leave a study room to make way for larger groups. Rooms may be reserved up to 2 hours per day via a form on the Library website or at the kiosk in the Library lobby.

For more information ask at the Hammes Information Commons service desk or call 520-4441.

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact Kathy Plodowski at 520-4380 for assistance.