

IU South Bend Libraries



"Quick" Guide to the Schurz Library

For more information, please refer to the **Services for Students** page on the library website at

<https://library.iusb.edu/use-library/student-services.html>.

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://library.iusb.edu/about-us/hdp.html>.

Reference service is available:

Monday through Thursday: 9 a.m. to 6 p.m.

Monday & Tuesday: 6 to 8 p.m. librarian on call via chat

Friday: 9 a.m. to 5 p.m. –librarian on call in office

Sunday: 1 to 5—librarian on call via chat

Librarians can be scheduled at other times for Research Consultations.

Research Consultations. The Library Reference department offers in-depth, one-on-one consultations with a reference librarian for any library or research-related need. Please complete the form at <https://library.iusb.edu/use-library/forms/refapptform.html>.

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 your IU identification card). 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)
Media Equipment	2 days
Periodicals	2 weeks
Reserve materials	as specified
Videos and Games	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. More information about borrowing policies can be found at <https://library.iusb.edu/use-library/circulation/index.html>.

Overdue Fines:

Books/Govt. Publications/Periodicals/CDs—25 cents per day; fine maximum \$25.00

Other fines vary by type of material; see Fines & Fees page at <https://library.iusb.edu/use-library/policy/fines-fees.html>.

Reserve materials:

There is a maximum overdue charge limit of \$25 per item for reserve materials.

Hourly loan items-- \$1.20 per hour

Daily loan items-- \$1 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.

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 Community User page at <https://library.iusb.edu/use-library/policy/community-user.html>.

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. 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. Signs on the windows of these rooms state the number of students needed to occupy a room.

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.