What are the fines for overdue materials?

**General Collection:** $.25 per item per day to a maximum of $7.50. (items presumed lost after 30 days)

**Loans from USMAI libraries:** Fines are determined by each lending library and must be paid directly to them.

**Course Reserves:** Hourly Reserves - $1 per item per hour, to a maximum of $10. Daily Reserves - $2 per item per day, to a maximum of $20. (items presumed lost after 10 days)

**Recall:** $1 per item per day, to a maximum of $30.

**Lost Books:** $35 replacement cost & $15 processing fee.

**Equipment:** Varies by item. See website for details.

Where can I find a quiet place to study?
The second floor is designated as a quiet area for individual study only.

Can I use my cell phone in the library?
For short conversations, cell phones may be used on the main level only. As a courtesy to others, lengthy conversations should be held in the external lobby.

Is there an area or room for group study?
The first floor contains tables for group study and a Study Den. Other group study and presentation/practice rooms are available by advanced reservation either online at [http://salisbury.libcal.com/booking/blackwelllibrary](http://salisbury.libcal.com/booking/blackwelllibrary) or at the Circulation Desk.

What services are available for special needs?
The Office of Student Disability Support Services (OSDSS) offers equipment for the disability needs in the library. Equipment includes a Kurzweil reader, an electronic print magnifier and a Windows PC with JAWS software. For more information, contact OSDSS (GUC 242 or 410-677-6536).

For personalized assistance in retrieving books, making photocopies and using other library equipment, visit either service desk.

Can I eat and drink in the library?
Snacks, drinks and a microwave are available in the Snack/Vending Room of the Library. Food must be eaten in this area only. Drinks with lids may be taken into the main library.

Library Hours

<table>
<thead>
<tr>
<th><strong>Fall/Spring Sessions</strong></th>
<th><strong>Winter Session</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday 8 a.m.-2 a.m.</td>
<td>Monday-Thursday 8 a.m.-10 p.m.</td>
</tr>
<tr>
<td>Friday 8 a.m.-10 p.m.</td>
<td>Friday 8 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Saturday 10 a.m.-8 p.m.</td>
<td>Saturday 10 a.m.-4 p.m.</td>
</tr>
<tr>
<td>Sunday 11 a.m.-2 a.m.</td>
<td>Sunday 1 p.m.-4 p.m.</td>
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</tbody>
</table>

**Summer Sessions**

| Monday-Thursday 8 a.m.-9 p.m.       | Intercession Monday-Friday 8 a.m.-4 p.m. |
| Friday 8 a.m.-4 p.m.                | Special hours for holidays and exam week are posted on the library website and at the front entrance to the library. |
| Saturday 9 a.m.-1 p.m.              |                                                |

Use outside book drop (at entrance) to return items when library is closed

Library Telephone Numbers

| Circulation (General Information)   | 410-543-6130 |
| Research Help                      | 410-548-5988 |
| Interlibrary Loan                  | 410-543-6077 |
| Course Reserves                    | 410-677-0131 |
| Director of Public Services        | 410-543-6131 |
| Dean of Libraries and Instructional Resources | 410-543-6133 |

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Blackwell Library

www.salisbury.edu/library

www.salisbury.edu/library/mobile/
How do I find resources in the library?

Use the Quick Search box on the library homepage to search all of Blackwell Library’s holdings (including articles, books, eBooks, state/federal government documents and media), all USM libraries’ holdings, or worldwide library holdings.

Many articles are available immediately as electronic full-text. Primary source documents, images, statistics and other information may also be located via the Quick Search box. Use the Find Articles, Find Books & eBooks, Find Journals, or Find Databases buttons to limit your search by material type.

Additional search options are available using the Catalog and Research Port links located in the sidebar on the library website.

Accessing databases from off-campus will require a login using the 14-digit number on the back of your Gull Card. Questions? Research Help Desk, online via email or chat, or by telephone at 410-548-5988.

Are computers available for use in the library?

Blackwell Library provides computers for academic activities. Computers require a login using your SU account. If you have trouble accessing your account, please ask for assistance at the I.T. Help Desk (TETC 113 or 410-667-5454).

Desktop computers are available throughout the library and in the second floor Computer Lab/Instruction Room (when classes are not scheduled). Wireless laptop computers may be checked out at the Circulation Desk for a three-hour loan period.

How do I print from the library computer?

Each library computer and microform reader sends your print job to the print stations. Follow the instructions on the print station touch-screen monitors. You may also print using the print kiosk in the library lobby. Color prints are available at 50 cents per page. For more information, ask at either service desk.

How do I make copies?

Black & white photocopiers are located near the Circulation Desk. Copies cost 10 cents per page. Photocopy machines accept coins or your SU Gull Card. Microform copiers are available in the Reference area.

Document scanners are available near the Circulation Desk, from which you can scan any paper format and save or e-mail the electronic copy for free. Print copies cost 10 cents per page.

Can I fax my documents?

A fax machine is available near the Circulation Desk for outgoing faxes and accepts credit or debit cards only. The cost is $1.50 for the first page and $1 for each additional page.

How do I get items that are not in Blackwell Library?

There are two ways of borrowing items not available in our Library:

Intercampus Borrowing

Through the library catalog, CatalogUSMAI, you may borrow circulating books from other campuses in the system. Most books arrive within three to five business days; loan period is determined by the lending institution. You may also use your SU Gull Card for borrowing when you visit other USMAI libraries.

Interlibrary Loan

You may use this service to request books and articles that are not available in Blackwell Library or through the library catalog. Use the link to Interlibrary Loan Information on the left-hand navigation bar of the Library home page.