

## Studying in the Library

Library users are expected to adhere to the **Library Code of Conduct**.

The second floor of the library is designated as a quiet study area. The first floor (main level) contains tables for group study.

Cell phones, for short conversations, may be used on the main level only. As a courtesy to others, lengthy conversation should be held in the external lobby or outside the building.

Children under the age of 14 must be supervised by an adult when in the library.

## Other Services

### Interlibrary Loan

Special Borrowers at the Patron level may use Interlibrary Loan services to obtain books and articles that are not available in Blackwell Library. For more information, contact the Circulation Desk.

### Special Needs

Assistance is available for all library users with disabilities. For more information about services and equipment, contact the Circulation Desk or call 410-543-6130.



**Blackwell Library**  
[www.salisbury.edu/library](http://www.salisbury.edu/library)

1101 Camden Avenue  
Salisbury, Maryland 21801

Revised: 07/10/09

BLACKWELL LIBRARY

# Guide for Community

## Library Hours

### Fall/Spring Sessions

Monday-Thursday	8 a.m.-midnight
Friday	8 a.m.-10 p.m.
Saturday	10 a.m.-8 p.m.
Sunday	noon-midnight

### Summer Sessions

Monday-Thursday	8 a.m.-9 p.m.
Friday	8 a.m.-4 p.m.
Saturday	9 a.m.-1 p.m.

### Winter Session

Monday-Thursday	8 a.m.-10 p.m.
Friday	8 a.m.-4 p.m.
Saturday	10 a.m.-4 p.m.
Sunday	1 p.m.-4 p.m.

### Intersession

Monday-Thursday	8 a.m.-4 p.m.
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*Special hours for holidays and exam week are posted on the library web site and at the front entrance to the library.*

*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
Dean of Libraries and Instructional Resources	410-543-6133



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## Finding Information in the Library

From the library home page, click the **Catalog Tab** and use the **Quick** or **Advanced Search** to find books, government documents and course reserves located in Blackwell Library .

Click the **E-Resources Tab** and use the **Quick Search Box** or **Research-Port Link** to find magazine, journal and newspaper articles in our online databases. Articles are often available full-text. Primary source documents, images, statistics and other information can also be found here.

## Getting Help with Research

Research assistance is available during most library hours in person or by phone at the Research Help Desk (410-548-5988) or by e-mail from the 'Ask-A-Librarian' link on the library home page.

## Using Computers in the Library

Community users are welcome to use library computers for research within the guidelines of the Salisbury University Computer Use Policy. For log in, ask at the Research Help Desk.

Wireless access is available for personal laptops. Contact the Circulation or Research Help Desk for a guest log in.

## Printing from Library Computers

Prints are \$.10 each and you may pick them up at the Circulation Desk. Color prints are also available for \$.50 per page.

## Making Photocopies

Photocopy machines are available for copying from paper or from microform. Black & white copies are \$.10 per page and color copies are \$.75 per page.

Photocopiers use coins or your Special Borrowers Card. Library users who do not have a Special Borrowers Card may purchase a photocopying card.



## Registering with the Library

In order to borrow books or use Interlibrary Loan, you must be 18 years old, register with the library and obtain a Special Borrowers Card at the Circulation Desk. You may choose one of the following categories:

**Community Borrower** (no annual fee)

May borrow up to three SU library items.

**Guest Borrower** (\$30 annual fee)

Unlimited borrowing of SU library items.

**Patron Borrower** (\$50 annual fee)

Unlimited borrowing of SU library items and limited ILL.

## Borrowing Library Materials

After registering, you must present your Special Borrowers Card in order to check out materials and request Interlibrary Loans.

You are responsible for all materials charged on your card. For your protection, you should be present whenever your card is used.

It is your responsibility to notify the Circulation Desk of any changes in your address or phone number.

Most books are loaned for four weeks and renewals are usually granted.

You may renew materials using the online 'My Account' feature on the Library home page, by phone (410-543-6130) or at the Circulation Desk.

Books may be recalled at any time, which will shorten the due date. If not returned by the new due date, special recall fines will apply.

## Fines for Overdue Materials

**General Collection**

\$.25 per day per item, to a maximum of \$7.50.  
(after 30 days item is presumed lost)

**Lost Materials**

You are responsible for replacement costs.

