

## What are the fines for overdue materials?

General Collection:	\$ .25 per item per day to a maximum of \$7.50. (after 30 days items are presumed lost)
Loans from other USMAI libraries:	Fines are determined by each lending library and must be paid directly to them.
Reserves & Equipment:	<u>Hourly Reserves</u> - \$1 per item per hour, to a maximum of \$10. <u>Daily Reserves</u> - \$2 per item per day, to a maximum of \$20. (after 10 days items are presumed lost)
Recall:	\$1 per item per day, to a maximum of \$30.
Lost Materials:	\$35 replacement cost & \$15 processing fee.

## Where can I find a quiet place to study in the Library?

The second floor is designated as a quiet area for individual study only.

## Can I use my cell phone in the Library?

Cell phones, for short conversations, 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 in the Library for group study?

The first floor contains tables for group study. There is a Study Den located on the first floor. Group Study Rooms are also available and should be reserved in advance at the Circulation Desk.

## What services are available for special needs?

Equipment for the visually impaired includes a Kurzweil reader, an electronic print magnifier and a Windows PC with JAWS software. For more information, ask at the Circulation Desk.

For personalized assistance in retrieving books, making photocopies and using other library equipment, visit the Research Help Desk or call 410-548-5988. For more information, or to discuss your individual needs, call the disability services coordinator at 410-667-0131.

## Can I eat and drink in the Library?

Snacks and Drinks 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.

BLACKWELL LIBRARY

# Guide for Students

## 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

### 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.

### Summer Sessions

Monday-Thursday	8 a.m.-9 p.m.
Friday	8 a.m.-4 p.m.
Saturday	9 a.m.-1 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
Course Reserves	410-543-6132
Dean of Libraries and Instructional Resources	410-543-6133

Salisbury  
UNIVERSITY

Blackwell Library  
www.salisbury.edu/library

## How do I do research using 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 or use the **USMAI Combined Catalog** link to request items located in other USMAI libraries.

Click the **E-Resources Tab** and use the **Quick Search Box** or **ResearchPort 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. When using databases from off-campus, you will need your 14-digit barcode on the back of your Gull Card.

Research help is available during most library hours on a walk-in basis or by telephone at 410-548-5988. Questions may also be e-mailed to the Research Help Desk by clicking the **Contact Us** link on the library home page, then the **“Ask A Librarian”** link.

## Are there computers available for use in the Library?

Blackwell Library provides computers for academic activities. Computers require a log in 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 in the research area and the Computer Lab/Instruction Room (anytime a class is not scheduled), and wireless laptop computers may be checked out at the Circulation Desk for a three-hour loan period.

## How do I print my results?

Each library computer prints to a designated printing station. After sending your print request, you must follow the instructions on the print station touch-screen monitor.

Color prints are also available (50 cents per page). For more information, ask at the Research Help Desk.

## How do I make photocopies?

Photocopying machines are available for black & white and color copying from paper or from microfilm/microfiche. Black & white copies cost 10 cents per page. Color copies cost 75 cents per page. Photocopiers use coins or the SU Gull Card. Library users who do not have a Gull Card may purchase a photocopying card.



## How do I borrow Library materials?

All materials are borrowed at the Circulation Desk using your SU Gull Card. Keep in mind you are responsible for all materials charged to your card. Blackwell Library has a wide variety of materials you can borrow with varying loan periods.

### Circulating Books

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

You may renew materials by using the “My Account” feature on the library’s Web site, at the Circulation Desk, or by phone (410-543-6130).

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.

Use the outside book drop (at entrance) to return books when the library is closed.

### Course Reserves

Your professor may place books, articles and other materials on reserve so that all of his/her students will have guaranteed access. These items are either placed at the Circulation Desk in print or are available on-line as e-reserves.

Items placed at the Circulation Desk are organized under your instructor’s name. Loan periods vary and are shorter than for circulating books. Some materials are for in-library use only. You must return reserve materials to a staff member at the Circulation Desk.

Items placed as e-reserves can be searched in the course reserves section of the on-line catalog and are available 24/7. Access is through password provided by your instructor.

### Library Equipment

The following equipment is available for check out at the circulation desk: CD players • wireless laptops • headsets • memory card reader

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

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

### USMAI Intercampus Borrowing

Through the Catalog USMAI you may borrow circulating books from other campuses in the system. Most books arrive within three to five 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 Catalog USMAI. Use the link to Interlibrary Loan Information on the left-hand navigation bar of the Library home page.