

LIBRARY PROCEDURES

ORIENTATION

Please allow 20 to 30 minutes for orientation and instruction on library use and services by the librarian. It is during this brief session that you obtain your patron number that allows you to check out books electronically.

WHO MAY USE THE LIBRARY

UMCES students, faculty and staff may borrow books. Visiting scholars may apply for loan privileges and temporary identification. Other residents of Maryland may use the Library but may not borrow materials.

USE AND RETURN OF LIBRARY MATERIALS

Periodical journals and reference books should not be removed from the library without authorization from the Librarian and is usually only briefly permitted when the library copier is not working.

CBL & HPL books may be checked out for a semester (set due dates are: 12/18/YY; 5/18/YY; 08/18/YY). Books from other campuses within the USM will have due dates established by that campus. Any loaned items may be recalled for another person, shortening the loan period and changing the due date. All materials must be returned when employment is terminated.

LATE MATERIALS AND FINES

You will be billed for materials not returned when employment ends. If you have fines from other campuses, they are expected to be paid each semester before registration and could delay your registration. All fines and replacement fees due to other campuses must be paid when employment is terminated.

RESERVE MATERIAL

Reserve materials for courses taught at HPL may be arranged with the Librarian. If materials need to be purchased or obtained through interlibrary loan, place requests at least 6 weeks prior to the start of the semester. Reserve materials are expected to remain in the library at all times so they may be available to everyone who might need them.

HOLD/RECALL

The global catalog of the USM libraries (VICTOR & WebVictor) allows any HPL personnel to request that any book within the system be sent here for their specific use. You need to use your 14 digit barcode (starting with either 2143000 or 26103000 found on the back of your student/faculty ID card) and your last name to place the hold/recall. You may either check your own patron information for status or wait to be notified that material is in. You are responsible for picking up the material and checking it out.

INTERLIBRARY LOANS

First check to be sure the material you want is not held within the USM library system by using VICTOR or VictorWeb. You will receive your materials much more quickly if they are.

For single requests, you need to provide complete information about the materials you wish to obtain (author, title, year, publisher, and sources of the citation). You may email your request to: windsor@hpl.umces.edu. Be sure to include your name, email and telephone number.

Multiple requests from UMCP libraries should be completed in person. We have students traveling to College Park frequently who can deliver your requests and pick up materials. You will need an Internal Service Request form, \$1.00, and a grant number to be charged. Provide a copy to the Business Office along with an estimate of the charge.

Please note that we cannot request more than three articles from one year or volume of a title.

There is an interlibrary loan choice that can be activated when doing searches in MdUSA. You need to fill in the electronic form that then automatically sends the requests to windsor@hpl.umces.edu for processing.

ACQUISITION REQUESTS

For books you would like the Library to acquire, submit a copy of the book review or publishers catalog along with your name and date to the Librarian. For journals, submit a copy of a review or publishers information sheet and, if possible, a sample copy. The Library Committee reviews and acts upon all requests. Journals are added as needs demand and funding permits.

DATABASE SEARCHES

There is access to an ever expanding collection of databases (both bibliographic and full text). Listings of these databases and access methods are made available during orientation.

BINDING

There are at least two shipments each year (January and August) in which personal journals and books may be bound. Materials are returned in about 6 weeks. Individuals are billed according to what they send. An estimate of cost will be given ahead of time, the current figure is about \$7.00 per item.

PHOTOCOPYING AT COLLEGE PARK

Complete an Internal Services Request form and provide a copy to the Business Office. Hand carry the form and \$1.00 to the library at College Park between 9 a.m. and 3:45 p.m., Monday through Friday. You will receive a copy card that is good for the dollar amount purchased. The card can be supplemented at the request of the PI.