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Forsyth Library Circulation Department brochure

Forsyth Library, Fort Hays State University

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Forsyth



Library

**Circulation
Department**

Rebecca (Becky) Lefebvre
115 Forsyth Library
(785) 628-4434
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*what
we
have
to
offer*



GENERAL COLLECTION

- Best Sellers
 - General Collection
 - Thesis (some)
 - Juvenile Collection
 - Magnetic Media
 - Documents (some)
 - Videos
 - CD- ROMs
 - Maps (some)
- * Located on the Main & Top floor

NEWSPAPERS

- Hometown Kansas
 - National papers
- * Located in the Periodicals Reading Area (main floor)

JOURNAL

- Academic and Recreational
- * Located in the Periodical Reading Area (main floor) and the basement

WHO MAY CHECK OUT MATERIAL

Any patron with a Valid FHSU ID card,
Community card or Temporary card



Regular Library Hours

Monday – Thursday	7:30am-Midnight
Friday	7:30am -7:00pm
Saturday	10:00am -5:00pm
Sunday	1:00pm–Midnight

Holiday, Intersession and Summer hours vary and are posted at the entrance to the library.

Department Phone Numbers

Circulation/Reserve	628-4434
Copyright/Reference	628-4342
Distance Education	628-5511
Documents	628-4340
Ethnic Studies	628-5901
Interlibrary Loan	628-4351
Library Director	628-4539
Library Office	628-4431
Patron Services	628-5566
Periodicals	628-4529
Reference	628-5283
Serials	628-5262
Special Collections	628-5901

LIBRARY CARDS

FHSU ID card – Faculty, Staff, Students,
Alumni

Community Card – Non-campus patron
- \$25.00 one time cost (no expiration date)

Temporary Card
- \$ 4.00 one time cost
- Expiration date 1 year

WHAT MAY BE CHECKED OUT

General Collection (see list), Documents,
Special Collections (some),
Reserve (some item restricted for FHSU
faculty and enrolled students only)

LOAN PERIODS

Faculty	Semester Terms
Grads	56 days
Undergrads	21 days
Staff	21 days
Community	21 days
High School	21 days

** Videos, CD-ROM's and Magnetic Media
may have different loan periods

RENEWALS

Materials may be renewed:

- In person
- By mail (return notice to library)
- By phone

OVERDUES

- 1st Overdue Notice is a reminder to the patron of items they have checked out. They are processed and mailed the first day the item is overdue. There is a seven (7) day grace period at this time before fines begin to accrue.
- 2nd Overdue Notice is processed and mailed when the item is 8 days overdue. Fines have begun to accrue.
- 3rd Overdue Notice is processed and mailed when the item is 15 days overdue.
- Lost Notice are processed and mailed after the item is fifty (50) days overdue.

NOTE: Shelves are checked for all items prior to notices being sent out to patron. Failure to receive a notice does not absolve patron from fines.

FINES & FEES (per item)

Overdue Fines (per day) (maximum overdue fine \$12.50)	\$.25
Lost Item Replacement Fee*	\$55.00
Lost Item Processing Fee (non-refundable)	\$15.00

* Item replacement charges are determined by availability of item. Charges may be higher for Rare or Expensive items.

- Failure to pay fines will result in loss of Library Privileges
- A "Hold" will be placed on FHSU students record.
- Privileges will be restored when fines and fees are paid.

***LIBRARY COLLECTION BY
LIBRARY OF CONGRESS***

- A General Works
- B Philosophy, psychology, religion
- C Auxiliary sciences of History
- D History, general, Old World
- E Indians, United States
U.S. local history, Canada,
- F Mexico
- G Geography, anthropology
- H Social Sciences
- J Political Theory
- K Law
- L Education
- M Music and books on music
- N Visual Art
- P Language and literature
- Q Science
- R Medicine
- S Agriculture
- T Technology
- U Military Science
- V Naval Science
- Z Bibliography, library science