Forsyth Library Circulation Department brochure

Forsyth Library, Fort Hays State University

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Circulation Department

Rebecca (Becky) Lefebvre
115 Forsyth Library
(785) 628-4434
blefebvr@fhsu.edu
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

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:30am-Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30am -7:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00am -5:00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00pm–Midnight</td>
</tr>
</tbody>
</table>

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)

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) $ .25
(maximum overdue fine $12.50)

Lost Item Replacement Fee* $55.00

Lost Item Processing Fee $15.00
(non-refundable)

* 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.

LOAN PERIODS

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Semester Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grads</td>
<td>56 days</td>
</tr>
<tr>
<td>Undergrads</td>
<td>21 days</td>
</tr>
<tr>
<td>Staff</td>
<td>21 days</td>
</tr>
<tr>
<td>Community</td>
<td>21 days</td>
</tr>
<tr>
<td>High School</td>
<td>21 days</td>
</tr>
</tbody>
</table>

** 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
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