


Effective Date		Date of Revision			Policies, Rules And Regulations
5-27-59		6-22-64			
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LEARNING RESOURCES AND TECHNOLOGY					

FACILITIES

The Center of Educational Resources houses all the University library collections and is arranged on a divisional basis with the open-stacks and services divided among the divisions of Education and Psychology, Science and Technology, Humanities, and Social Sciences. Special collections include a large Instructional Materials Center in conjunction with the Education and Psychology Division, a map library in the Science and Technology Division, the University Archives, and a collection of United States Government Documents in the Social Science Division. There is an Audio-Visual Center supplementing books and journals with films, filmstrips, recordings, and other non-book materials. Other special facilities include faculty studies, group studies, seminars, student typing rooms, microfilm reading rooms, smoking rooms and lockers for graduate students and faculty members.

BORROWING PRIVILEGES FOR FACULTY

Faculty members with the rank of instructor or above are entitled to full borrowing privileges. They also have free use of many audio-visual services for instructional purposes. This use does not include some production services. Off-campus student teachers are restricted to the use of audio-visual materials owned by the University. The supervising teacher must sign the request form.

LENGTH OF LOANS FOR FACULTY

Faculty members may borrow books from the general collections for one semester. These books, however, may be recalled after two weeks if someone requests them or if needed for a course reserve. Renewals are permitted, but books may not be renewed if reserved by another borrower or are needed for reserve. They may borrow children's literature for three days with one renewal, pamphlets and instructional materials for seven days and periodicals for 24 hours. Faculty members have use of reserve materials according to the loan period stipulated by the faculty member requesting the reserve. Faculty husbands and wives also may apply for library cards and may borrow books from the general collection for two weeks.

INVENTORIES

A list of books charged to each faculty member is sent to him or her annually, with the request that he or she return those books no longer being used. Books charged out for less than a year may be renewed without bringing them to the Center of Educational Resources.

PLACING BOOKS ON RESERVE

Books are placed on reserve only at the request of a faculty member. Forms are provided by the Circulation Department.

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Types of reserves include:

1. Two-hour reserve books must be used in the Center of Educational Resources during the day and may circulate overnight.
2. 24-hour reserve books.
3. Three and seven-day reserve books. (If only one instructor has reserved a particular title, he or she may give special written permission for a particular student to have a book for a longer period.)

Two copies of each reading list on library forms should be sent to the circulation librarian several weeks before books are needed on reserve. If new titles are to be placed on reserve, two months should be allowed. ("Rush" for reserve should be indicated on the order slip.)

Reference books and periodicals normally are not placed on reserve. However, if an instructor informs a librarian of a particular volume which will be under heavy demand, special steps will be taken to protect the volume and still make it easily available.

Books are placed on reserve for one semester at a time. At the end of the semester, a letter is sent to each instructor asking which books are no longer needed and requesting that new lists be submitted for the next semester. If there is no response to the letter, the books are taken off reserve.

AUDIO-VISUAL SERVICES

Audio-visual equipment and materials include University-owned films. Filmstrips, slides, recordings, charts, graphs and posters, previewing and record listening facilities, tape recorders, record players, film projectors, slide projectors, filmstrip, overhead and opaque projectors, public address systems, easels, screens and felt boards.

Requests for audio-visual materials should be made on the book request forms. University-owned materials are available immediately, unless in use. Rental materials may be ordered from any source; a wide selection of catalogs is available. Requests for rentals from the University of Michigan should be made at least seven days in advance; from other sources, at least **ten** days in advance.

Student projectionists are available for showings to University classes. If University-owned materials are to be used, the request for a projectionist should be made three days in advance; if rented materials are to be used, the request should be made at the time the materials are ordered.

AUDIO-VISUAL MATERIALS CATALOG

The Audio-Visual Materials Catalog and its Supplements detailing the services and resources available are sent to all faculty members.

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Audio-visual equipment and materials on extended faculty loan are inventoried periodically during the year.

LECTURES TO CLASSES

The library staff will instruct students in the use of library resources. A faculty member desiring this service should contact the division librarian for instruction in general library use and the director of the Audio-Visual Center for demonstration of audio-visual equipment.

LIBRARY HOURS

The Center of Educational Resources is closed only on holidays and on weekends during vacation and intersemester. Daily hours are posted on the entrance doors and announced in Focus EMU.

INTERLIBRARY LOAN

Materials needed for research which are not available for purchase may be requested from other institutions through interlibrary loan. Such loans can be made for personal research and for research undertaken in connection with University responsibilities. Each lending institution determines the length of the loan. Request forms are available at the Information Desk at the card catalog.

Eastern faculty members also have borrowing privileges at the University of Michigan.

ORDERING BOOKS AND PERIODICALS

The Center of Educational Resources allocates funds annually to the academic departments for book selections. Departmental allocations not spent by May 1 revert to the general library book budget. The department's completed order forms should be sent to the Center of Educational Resource's Order Department. Titles outside a department's subject area may be suggested directly to the order librarian.

It takes at least six weeks to order and process "in-print" titles; out- of print titles take longer. "Rush" orders are given every possible consideration.

Titles to be added to the periodical collection may be ordered by sending the necessary information on the usual book order slip to the Serials Department.

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LIBRARY FINES AND PENAL TIES

Fines

Overdue books, including all books except those on reserve or restricted to library use:

\$.10 per day or portion thereof. Maximum \$10.00.

Overnight, two-hour reserve books and materials circulated on special permission:

\$.25 for first hour or portion thereof, and \$.50 for each additional hour or portion thereof.

Three-day and seven-day reserve books:

\$.50 per day.

Overdue pamphlets or pictures:

\$.02 per item per day.

Twenty-four hour reserve books:

\$.25 per hour or portion thereof

Penalties

Not paying fines when book is returned:

\$.50 in addition to fine per billing letter sent to student.

Unauthorized removal of library materials from the library:

Hourly fines as for overdue overnight reserve books.

Non-return of overdue books reserved by other borrowers:

After deadline date and hour stated on overdue notice have passed, hourly fines as for overnight reserve books.

Payment for Lost Materials

Lost pamphlets:

\$.20 plus \$.50 processing fee per item.

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Lost pictures:

\$.20 per picture .

Lost books:

The replacement cost of book, plus any fines accumulated up to the date book was reported lost (maximum \$10.00), plus \$5.00 processing fee. If the item is later found, its purchase cost will be refunded if the item is still needed in the library collection. Processing fee and overdue fine will not be refunded.

Adjustment of fines, penalties and payment for lost materials:

Fines and fees may be adjusted by the Circulation Librarian, Associate Director (Public Services) or Director. The decision whether to take back a lost and later found item may be made by the Circulation Librarian, the Coordinator of the Division where the book belongs, or a Library Administrator.

Authority for Creation or Revision
Minutes of the State Board of Education, May 27, 1959. Minutes of the Board of Regents, June 22, 1964; para. .93M.