## General Information 2018-19

### Building Information

<table>
<thead>
<tr>
<th>Hours</th>
<th><strong>Monday - Thursday</strong>: 7:45am - midnight</th>
<th><strong>Friday</strong>: 7:45am - 6:00pm</th>
<th><strong>Saturday</strong>: 11:00am - 5:00pm</th>
<th><strong>Sunday</strong>: noon - midnight</th>
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<tbody>
<tr>
<td><em>Special hours announced for family weekend, select holiday weekends/breaks, and finals periods</em></td>
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### 1st Floor

**Collaborative/Group Study Area**
- Large tables and chairs, and lounge/comfortable seating available
- Collaboration stations for screen sharing, group projects, etc.

**Materials Available** - *non-circulating materials*
- Current periodicals* - newspapers, magazines, & journals
- Bound periodicals* - magazines & journals
- New books
- Leisure reading - popular fiction and non-fiction, graphic novels, young adult literature
- Reference collection* - dictionaries, encyclopedias, atlases, style guides, etc.
- Media (DVD/VHS) - domestic & foreign films, TV series, documentaries, operas, musicals

**Services Available**
- Circulation Desk - check out materials, reserve items, and study rooms; general information
- Research Help Desk - get research help from a Peer Research Assistant, or a Librarian
  - Spring Semester Hours: Mon-Thu 1-10pm, Fri 1-5pm, Sun 6-10pm (hours may vary)

**Facilities Available**
- Extended Study Room - open 24 hours; Windows computers, black & white and color printing (via WebPrint), black & white copier ($0.10/copy); individual study carrels
- Abell Computer Classroom (Rm 116) - open lab whenever a class is not scheduled
- Kenneth Street Advocacy Courtroom - available for debate and moot court
- Lemuel Scarbrough Center for Writing (Rm 102) - available for writing assistance

### 2nd Floor

**Designated Quiet Area**
- Small tables and chairs, private study carrels, individual lounge seating available
- Group Study Rooms and Honors Study Rooms available

**Materials Available** - all materials available for checkout
- Circulating collection - non-fiction and fiction works; juvenile books; oversized books

**Services Available**
- Archives & Special Collections - available only by appointment with the college archivist

**Facilities Available**
- Group Study Rooms - 7 rooms available for checkout to all students; whiteboards available
- Honors Study Rooms - 6 available for seniors completing an honors thesis
- Computer Classrooms/Labs (Rm 208) - open lab whenever a class is not scheduled
- Bibliographic Instruction Room (Rm 233) - classroom for faculty or staff use only
- Conference Room (Rm 209) - meeting space for faculty/staff or student group use only
## Services & Policies

<table>
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<tr>
<th>Borrowing Items</th>
<th>Your Austin College ID is your library card. You may use this to borrow items, check out study rooms, and access the 24 hour extended study room.</th>
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</thead>
</table>
| Checkout Periods | **Circulating Materials**  
  ● Students may check out up to 100 items (including up to 5 DVDs at a time)  
  ● Loan period is 28 days for books (14 days for new books), 7 days for DVDs  

**Reserve Items**  
● Only one reserve item may be checked out at a time, and most items (2 or 4 hour reserve) must remain in the library  
● Available for 2-, 4-, 24-, or 72-hour checkout only  

**Reference Materials, Bound Periodicals, Current Periodicals, Honors Theses**  
● These items are non-circulating, and thus must remain in the library  

**Group Study Rooms**  
● Available for two hour checkout on a first-come, first-served basis  
● Study room packets include dry erase markers and eraser  

| Late Fees, etc. | **Books**  
  ● No late fees; charges may be assessed for damage, loss, and/or replacement  

**DVDs**  
● $3/day late fee; charges may be assessed for damage, loss, and/or replacement  

**Reserve Items and Study Rooms**  
● $.50/hour past the time due  
● Charges may be assessed for damage, loss, and/or replacement  

| Interlibrary Loan (ILL) | You may obtain materials (books and articles) from other libraries through Interlibrary Loan. Borrowing periods and fines/fees for books vary depending on the lending institution. This service is available for all students. |

## Computing, Printing, Copying, Scanning

| Computing | 73 Windows desktop computers available:  
  ● 30 - 1st floor computer classroom (Rm 116)  
  ● 10 - extended study room  
  ● 8 - 1st floor open areas  
  ● 25 - 2nd floor computer classroom (Rm 208) |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Printing | 4 printers available:  
  ● 3 (2 black & white, 1 color) available in extended study room  
  ● 1 black & white available in 2nd floor computer classroom |
| Copying | 1 copier available in the extended study room ($0.10/copy) |
| Scanning | 1 flatbed scanner available in 1st floor open area; ask at the circulation desk for assistance |