



A guide to circulation services in Roberts-LaForge Library

RECIPROCAL PATRON BORROWING AMONG THE LIBRARIES OF THE DANCING RABBIT LIBRARY CONSORTIUM

Welcome to Roberts-LaForge Library! Within the terms of the Dancing Rabbit Library Consortium Agreement, Dancing Rabbit program participants may visit this university library and check out up to two books at a time. This guide provides details about hours of library service at Roberts-LaForge Library and policies relating to materials use.

LIBRARY HOURS

Sunday	2:00 p.m. – 10:00 p.m.
Monday-Thursday	7:30 a.m. – 10:00 p.m.
Friday	7:30 a.m. – 4:00 p.m.
Saturday	Closed

Holiday schedules and hours will be posted on the library doors and on our Web page. You may also telephone **662-846-4430** for schedule information.

IDENTIFICATION AND REGISTRATION

To check out books from Roberts-LaForge Library under the terms of the Dancing Rabbit Library Consortium Agreement, you must present to a member of our Circulation Department staff a valid Dancing Rabbit card, issued by one of the public or academic libraries participating in the consortium. To obtain a Dancing Rabbit card, you must be in good standing with the issuing library. This means you cannot have any overdue materials or owe any library fines or fees.

When you present your Dancing Rabbit card **along with a photo ID** (such as a driver's license) at Roberts-LaForge Library, a member of our Circulation staff will create a borrowing record for you in our computerized operating system. A non-transferable DSU library card will then be issued for your use. You must present your card and photo ID each time you borrow materials. You are personally responsible for returning to **this library** all materials you check out here.

CIRCULATION POLICIES

While Roberts-LaForge Library welcomes the use of any resources in its collections, your Dancing Rabbit membership entitles you to check out books from the Main Collection as well as some Vertical File and Government Document materials. The Dancing Rabbit membership does not allow you to check out Instructional Resource Center items, which includes audio-visual materials. Additionally, neither periodicals nor reference books may be checked out.

CIRCULATION POLICIES CONTINUED ...

The checkout period for **most books** is three (3) weeks for all patrons, and renewals are granted providing there are no other patron requests for the library materials. You may request a renewal in person at the Circulation Desk or by telephone at **662-846-4430**. After the second renewal, the item(s) must be presented at the Circulation Desk to be turned in or renewed. The checkout period for **Browse Books** (bestsellers and other popular titles shelved on the second floor, directly overhead the Circulation Desk) and **Circ-Desk Books** (titles held behind the Circulation Desk) is one (1) week. The checkout period for **Government Documents** and **Vertical File** materials is one (1) week.

Other important features of our Circulation Policies are **Recalls** and **Fines**. Library books are subject to being **recalled** after they have been checked out at least ten (10) days. If the Circulation Department recalls a book you have checked out, a new due date will be assigned and you will be notified by mail. **Fines** are assessed on materials not returned by the new due date.

If you keep library materials past the due dates assigned for them, you will accrue **finer (\$0.30 per day/per item)**. The library that issued your Dancing Rabbit card will assist Roberts-LaForge Library in recovering any materials that are overdue. Upon the issuance of the **second overdue notice**, a copy will be sent to **your home library**. That participating library will then **block** your borrowing privileges. Please remember that **overdue notices** are mailed as a **courtesy**. Failure to receive a notice does not absolve you from responsibility for returning materials.

Books that are **declared lost** or **kept over thirty (30) days past the due dates** assigned for them will be **billed as lost**. If you should lose a book, you would be billed for the **replacement cost** plus **any accrued fine** plus an **\$18 handling and cataloging fee**.

Any patron who is determined to have **abused** his/her Dancing Rabbit membership will have his/her Dancing Rabbit card voided by the director of the issuing library.

ASSISTANCE

If you have questions regarding this document, please speak with a member of the Circulation Department staff in person, or by telephone at **662-846-4430**. If you need help locating books or other materials, please speak with a Reference Librarian in person, or by telephone at **662-846-4431**.

PARTICIPATING LIBRARIES

Public libraries participating in the Dancing Rabbit Consortium include Blackmur Memorial Library (Water Valley), Bolivar County Library (Cleveland), Carnegie Public Library (Clarksdale), First Regional Library (Hernando), Humphreys County Library (Belzoni), Marks-Quitman County Library (Marks), Sharkey-Issaquena County Library (Rolling Fork), Sunflower County Library (Indianola), Tallahatchie County Library (Charleston and Tutwiler), Washington County Library (Greenville), and Yalobusha County Library (Coffeeville).

Academic libraries at Delta State University, Mississippi Valley State University, Mississippi Delta Community College, Coahoma Community College, and Northwest Mississippi Community College also are members of the Dancing Rabbit Library Consortium.