



A guide to finding information in Roberts-LaForge Library

Reciprocal Patron Borrowing in the Libraries of the Mississippi Institutions of Higher Learning

Guidelines for Visiting Faculty and Students

Welcome to the Roberts-LaForge Library! Within the terms of the agreement among participating universities, faculty members and students may visit other libraries within the state and check out books in person. This guide provides information for visitors who hold a **Mississippi Universities Library Borrowing Card** from their home institutions and who desire to check out books from Roberts-LaForge Library at Delta State University.

Identification Needed

- To request borrowing privileges at the Roberts-LaForge Library, a visiting patron must hold:
 - A current **Mississippi Universities Library Borrowing Card (MULBC)** from his/her home institution.
 - A valid **university picture ID** from his/her home institution (a driver's license will not be accepted.)

Registration Procedures

- Please present your identification (MULBC and University ID) to a member of our **Circulation Desk** staff. Student workers are not permitted to register visiting patrons. Our Circulation staff will ask you to fill out and sign a Patron Registration Form.
- After entering your patron registration information in our library's computer system, you will be issued a **Roberts-LaForge patron-borrowing card** with a barcode number attached. Our library-borrowing card, representing that you have an active patron record in our computer system will be required (as well as your MULBC and University ID) each time you check out books.

Assistance in Finding Materials in Roberts-LaForge Library

These basic directions will help you get started:

- Books may be accessed through the library's online catalog.
- Many printed guides for finding information, including a map of the library, are located in three literature racks on the right hand pillar as you enter the center aisle of the first floor.
- The circulating collection of the library is located on both floors, A-L on the first floor and M-Z on the second floor.
- Print indexes and online databases are in the Reference Area on the first floor.
- Roberts-LaForge Library's periodical holdings information is available in the online catalog.
- Reference assistance is available if you need help in locating materials.

Circulation Policies

- While Roberts-LaForge Library welcomes the use of any resources within the library, only the books classified in the circulating (general) collection of the library may be checked out. Reference books, periodicals, vertical file materials, the Instructional Resources Center collection, including audiovisual items, do not circulate. Selected government documents circulate, but a Reference Librarian on a case-by-case basis must approve items.

Items which circulate, are governed by the following policies:

- To borrow books, you must present to a Circulation Staff member the following:
 - o Your **Roberts-LaForge patron borrowing card** (barcode)
 - o Your **Mississippi Universities Library Borrowing Card (MULBC)**
 - o Your valid home **university picture ID**
- A maximum of five (5) items may be checked out at one time.
- Loan period is three (3) weeks for all patrons.
- Renewals are granted provided there are no other patron requests for the library material. Renewals are available at the Circulation Desk or by telephone at (662) 846-4430. After the second renewal, the actual item(s) must be presented at the Circulation Desk to be checked out.
- Library books are subject to recall after they have been checked out for ten (10) days. If a book is recalled, the Circulation staff will assign a new due date and will notify the patron by mail. Fines will be assessed on recalled items that are not returned by the new due date.
- Any material that is kept past the due date is subject to a fine. Fines accrue at the rate of thirty cents (.30) per day per item for each day the library is open.
- Two notices will be sent to any patron who has overdue materials. The third notice will be sent to the borrower's home institution library. A hold will be placed on the patron's library record thereby limiting the patron's borrowing privileges at his/her home library as well as Roberts-LaForge Library.
- Books that are declared lost or kept over thirty (30) days beyond the due date will be billed for the replacement cost + an \$18.00 processing fee + the accrued fine. If the book is found and returned, only the cost of the book will be refunded.

Borrower Responsibilities

- Patrons are personally liable for materials borrowed and for any charges for overdue, lost or damaged items. Overdue notices are mailed only as a courtesy. Failure to receive a notice does not absolve responsibility.
- Patrons must return materials to Roberts-LaForge Library. Materials may not be returned to the Circulation Department of one's home institution library nor through the Interlibrary Loan Department.

For Further Information

- Please contact the Circulation Department at (662) 846-4430.
- For additional information about our library collection, services, and staff, please visit www.deltastate.edu/pages/177.asp