



*A guide to services of Roberts-LaForge Library & the Instructional Resources Center*

## GUIDELINES FOR DELTA AREA SCHOOL DISTRICT EMPLOYEES

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*Welcome to Delta State University! Within the policies of Library Services, school district and Head Start employees may visit the Roberts-LaForge Library and Instructional Resources Center and check out a limited number of materials. This guide provides the policies and procedures for individuals who desire to utilize our services, facilities and materials.*

### **INTRODUCTION**

Roberts-LaForge Library welcomes the use of the library by community members. We believe that educators will find many valuable information sources in our collections, ranging from scholarly journal articles on the latest educational theories to the very practical and popular classroom activity books. In addition, a production area for creating teacher-made materials is provided for our patrons. The resources of Roberts-LaForge Library and the Instructional Resources Center (IRC) are briefly described for you below.

To better serve our community, we are extending to employees of Delta area school districts and Head Start Centers the opportunity to check out materials from Roberts-LaForge Library and the Instructional Resources Center. A loan period of three (3) days (for items that circulate) has been granted to give teachers the ability to use library materials in their classrooms.

While our philosophy is one of sharing, the limitations of our materials and demands of DSU classes, require that some restrictions be placed on items that can be checked out. Regardless of whether or not an item is designated as circulating, all of our resources may be utilized within Roberts-LaForge Library or the Instructional Resources Center. Photocopy machines are available at a cost of \$.10 per page for duplication of items that do not circulate.

### **OUR LIBRARIES**

The Instructional Resources Center contains curriculum-related resources. Traditionally its role has been to support the courses in the College of Education. The book collection contains materials that are related to the instruction of grades K-12, teacher resource books, juvenile books and state-adopted textbooks. Audiovisual materials, primarily videotapes, are available for all disciplines. Ellison Die Cut machines may be used at no charge. A total of six (6) dies may be checked out for in-house use only for a two (2) hour period; patrons should bring their own supplies, paper is not provided. Poster printing is available and is priced by the foot. Lamination is available in the DSU Bookstore.

Roberts-LaForge Library is the main library for Delta State University. The collection includes over 365,000 volumes, 1,249 print periodicals, print and electronic journal indexes (including 21,935 electronic full-text journals), the ERIC document microfiche and database collections, a selective United States government documents collection, and a Mississippi State government documents collection.

### **HOURS**

#### **Instructional Resources Center**

Sunday	2:00pm - 9:00pm
Monday-Thursday	8:00am - 9:00pm
Friday	8:00am - 4:00pm
Saturday	10:00am - 5:00pm
Saturday (Summer)	9:00am - 1:00pm

#### **Roberts-LaForge Library**

Sunday	2:00pm - 10:00pm
Monday-Thursday	7:30am - 10:00pm
Friday	7:30am - 4:00pm
Saturday	10:00am - 5:00pm
Saturday (Summer)	9:00am - 1:00pm

Interim and Holiday hours will be posted.

## **REGISTRATION**

Please present picture identification (driver's license) and school district / Head Start identification card to a staff member in the Instructional Resources Center. Student workers are not permitted to register you. Our staff will ask you to fill out and sign a **Patron Registration Form** and will enter this information into the library computer system. You will receive a patron borrowing card with a barcode number attached. **This card will expire at the end of the current school year.** Present your patron borrowing card, representing that you are an active patron, and picture identification each time you check out materials from Roberts-LaForge Library or the Instructional Resources Center. **Your card is non-transferable. Neither another employee of your school nor a family member may use it.**

## **MATERIAL CIRCULATION POLICIES**

While Roberts-LaForge Library and the Instructional Resources Center welcome the use of any resources within the building, only the materials classified in the circulating collection can be checked out. Reference books, periodicals, and teacher resource books do not circulate. **Because our primary purpose is to serve the information needs of the students, faculty and staff of Delta State University, some other items, judged on a case-by-case basis, may be restricted from circulation because of class demands.**

Items which circulate are governed by the following policies:

- \* To borrow materials, present your patron borrowing card and picture identification.
- \* A maximum of two (2) items may be checked out.
- \* Loan period is for three (3) days.
- \* One (1) renewal may be granted provided there are no other requests for the item. Renewals may be secured by telephone: Instructional Resources Center at 846-4345, Roberts-LaForge Library at 846-4430.
- \* All materials not returned by the due date are subject to a fine. Fines accrue at the rate of \$1.00 per item per day for each day the library is open.
- \* Patrons are not permitted to check out additional materials until all overdue materials are returned.
- \* Materials that are declared lost will be billed for **the replacement cost, plus an \$18.00 ordering and shipping fee, plus the accrued fine.** If the materials are found and returned, only the cost of the item will be refunded. If materials are damaged, the fee (usually the replacement cost) will be determined by the Circulation Department. **Borrowers are personally liable for items borrowed, and any charges relating to overdue, lost and/or damaged items.**

## **INFORMATION / ASSISTANCE**

For additional information or assistance, please feel free to contact the Instructional Resources Librarian at 846-4345 or the Roberts-LaForge Library Circulation Department Head at 846-4430.



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## Delta Area School District Employees Roberts-LaForge Library Patron Registration Form

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Library Services offers employees of Delta area school districts and Head Start Centers borrowing privileges. A visiting school district / Head Start employee must complete this patron registration form, present picture identification and a school district identification card in order to obtain a patron borrowing card. Present your patron borrowing card, representing that you are an active patron, and picture identification each time you desire to check out materials from Roberts-LaForge Library or the Instructional Resources Center. **Your card is non-transferable. Neither another employee of the school nor a family member may use it.**

Roberts-LaForge Library and the Instructional Resources Center welcome the use of any resources within the building. Only materials classified in the circulating collection can be checked out. Reference books, periodicals, and teacher resource books do not circulate. **Some other items, judged on a case-by-case basis, may be restricted from circulation because of class demands.**

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One (1) renewal may be granted provided there are no other requests for the item. Renewals may be secured by telephone: Instructional Resources Center at 846-4345, Roberts-LaForge Library Circulation Department at 846-4430.

All materials not returned by the due date are subject to a fine. Fines accrue at the rate of \$1.00 per item per day for each day the library is open. Patrons are not permitted to check out additional materials until all overdue materials are returned.

**Materials that are declared lost will be billed for the replacement cost, plus an \$18.00 ordering and shipping fee, plus the accrued fine.** If the materials are found and returned, only the cost of the item will be refunded. If materials are damaged, the fee (usually the replacement cost) will be determined by the appropriate department. **Borrowers are personally liable for items borrowed, and any charges relating to overdue, lost and/or damaged items.**

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Drivers ID # or Social Security #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Street---Apt #	City	State	Zip
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School: \_\_\_\_\_ Telephone: \_\_\_\_\_

Home	School
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I agree to abide by the policies that govern the circulation of materials at the Roberts-LaForge Library and Instructional Resources Center, Delta State University.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Card Expiration: \_\_\_\_\_ Patron Barcode #: \_\_\_\_\_ 8/2008

## LIBRARY SERVICES POLICY

**UNIT:** Roberts-LaForge Library  
Instructional Resources Center

**DEPARTMENT:** All Departments

**DATE:** July 26, 2004, Revised 9/3/07, Revised 8/22/08

**POLICY:** **GUIDELINES FOR CIRCULATION TO DELTA AREA SCHOOL DISTRICT EMPLOYEES**

Library Services extends borrowing privileges to employees of Delta area school districts and Head Start Centers.

Because of the special conditions associated with registering employees of Delta area school districts and Head Start Centers, an Instructional Resources Center staff member will handle the registration of individuals who desire to check out materials from both Roberts-LaForge Library and the Instructional Resources Center. All library services employees and student workers should refer patrons to the Instructional Resources Center to register.

A visiting school district / Head Start Center employee must complete the patron registration form, present picture identification and a school district / Head Start identification card in order to obtain a patron borrowing card. Completed forms will be on file in the Instructional Resources Center. In order to check out materials, the patron must present the patron borrowing card and picture identification each time they desire to check out materials from Roberts-LaForge Library or the Instructional Resources Center. This card is non-transferable. Neither another employee of the school nor a family member may use it.

Only materials classified in the circulating collection can be checked out. Reference books, periodicals, and teacher resource books do not circulate. Some other items, judged on a case-by-case basis, may be restricted from circulation because of class demands.

A maximum of two (2) items may be checked out. Loan period is for three (3) days.

One (1) renewal may be granted provided there are no other requests for the item.

All materials not returned by the due date are subject to a fine. Fines accrue at the rate of \$1.00 per item per day for each day the library is open. If any items are kept two (2) days past the due date, the patrons borrowing privileges will be blocked. Patrons will not be permitted to check out additional materials until all overdue materials are returned.

Materials that are declared lost will be billed for the replacement cost, plus an \$18.00 ordering and shipping fee, plus the accrued fine. If the materials are found and returned, only the cost of the item will be refunded. If materials are damaged, the fee (usually the replacement cost) will be determined by the appropriate department.

Borrowers are personally liable for items borrowed, and any charges relating to overdue, lost and/or damaged items.

Approved:

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Jeff Slagell  
Director of Library Services