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~~6C2R-6.008 University Library.~~

~~(1) The Mission of the Florida State University Library. The mission of the Florida State Library is to satisfy the informational needs of the students, faculty and administration of this University by collecting, organizing and providing access to recorded information.~~

~~(2) Checking Desk. The Checking Desk is located at the entrance to the Library. A library attendant is stationed there to see that all library materials are properly charged before they are removed from the building. All books, briefcases and containers shall be inspected by the attendant before leaving the building. Containers which one desires to be excluded from inspection should not be brought into the Library.~~

~~(3) Circulation.~~

~~(a) To Borrow. The borrower must present his punched University I.D. card bearing the current validation stamp. Books are charged for a maximum period of three (3) weeks and may be renewed provided there is no request by another borrower. If another borrower has left a request for the book, a notice will be sent. All books must be shown to the checker at the front door before leaving the building. This is done to make certain that the books have been properly charged.~~

~~(b) To Return. Returned books are to be placed in the book drop at the Main Circulation Desk. Carelessly leaving books anywhere else in the Library may result in an overdue book fine. Books may be returned through the front door book depository when the Library is closed. The borrower is responsible for returning materials when due. No notice will be sent.~~

~~(c) Book Recalls. Books missing or checked out may be requested on a form available at the Circulation Desk. Searches will be made and/or notices sent to current borrower.~~

~~(d) Fines. The Board of Regents has adopted uniform library fines for all libraries in the State University System. Overdue library materials accrue fines at the rate of 25¢ per item per day, excluding Reserve items and other materials checked out from individual areas.~~

~~(e) Lost Books. It is advisable to report the loss of a book immediately. If it has been lost, it must be paid for and reporting it may save some fine money. When library materials have been overdue 20 days the replacement cost is added to the accrued maximum fine of \$5.00 per book. \$3.00 of the replacement cost covers necessary processing and is non refundable or creditable after being assessed. When materials are returned in a damaged condition, a repair cost is determined and if irreparable, a replacement cost.~~

~~(f) Card Charges. The loss or mutilation of a Master Book Card and/or a Transaction Card (which are considered to be parts of a book when borrowed) entails replacement fees of \$1.25 and \$.75 respectively.~~

~~(g) To Clear Unpaid Accounts. Students are to clear all accounts at the Library weekdays 8 a.m. - 5 p.m. At the end of each quarter, uncleared accounts are reported to the University Cashier's Office. (After this, lost book returns must be made to the Library and remaining fines and fees must be paid at the University Cashier's Office.) Board of Regents policy requires that all fees, fines and delinquent accounts be paid before a student can register for the next quarter, graduate, or be sent a transcript of credits.~~

~~(4) Collection Development.~~

~~(a) Purpose. The principle guiding the development of the Strozier Library collection is support of the academic and research programs and the basic program of studies.~~

~~(b) Nature. The nature of the accumulation of information dictates that books, periodicals, serial publications, including government documents, and non-book materials are considered, acquired if appropriate, and made available to the University community.~~

~~(c) Method. The faculty and students are encouraged to communicate their academic needs, to suggest important acquisitions, and to recommend ways of building a solid collection to support present and future academic programs of instruction and research. To this end, faculty are consulted, and advertisements and~~



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catalogs are forwarded for their consideration. Departmental budget allowances are made by the library to provide impetus for the faculty to recommend titles for purchase. Students may submit their suggestions to any of the librarians.

(5) Material Order Requests.

(a) Format. Order request forms Printed in duplicate are available in the Acquisitions Department. These forms indicate the information to be supplied: author, title, publisher, date, price, edition, and number of copies. In order to expedite book orders faculty members are requested to comply with the following:

1. Use only the order request forms obtained from the Library. The duplicate copy may be kept as a departmental record of the order.

2. Type only one title on each form.

3. If possible, list the complete information in the appropriate spaces on the form. If there is other information which might prove helpful, attach as a memorandum or a note. If the book desired is listed in an out of print dealer's catalog, attach the request form to the catalog. If desired, the catalog will be returned.

4. If the books ordered are to be placed on reserve, please give this information in an attached memorandum. Books ordered for reserve or other classroom use should be requested well in advance of the anticipated need.

5. Have each order request form signed by the head of the department or the authorized person in the department.

6. Send all order request forms to the Acquisitions Department.

7. If the request form is returned by the Head of Acquisitions, please note carefully the report given on the back of the card, particularly in the case of out-of-print books which require a longer period of time to obtain.

(b) Notification. When a book is ready for use, a notification slip showing the correct card catalog entry and call number is sent to the faculty member who requested it.

(c) Research Items. Funds for research items are not necessarily included in the departmental allocation but may be available as the need arises and as the materials are located. Such requests should be sent to the Director of Libraries or the Head, Acquisitions Department.

(d) Serial Requests. Faculty members may submit requests for current serial subscriptions to Head, Serials Department or to Head, Acquisitions. These requests may be made on regular order forms or by memoranda, and should indicate whether a current subscription or back issues are desired. When a faculty member requests a new serial title, it is helpful to include all available information such as address of publisher, cost, and beginning date of publication as well as publisher's announcement. These requests should have the approval of the head of the department whose library funds are to be used.

(6) Photocopying.

(a) Method of billing. State agencies, legislative offices, governmental agencies, or libraries may copy library materials following either of two procedures:

1. A person from the requesting office may locate and copy the material, pay in cash (\$.05 per exposure) or supply the name and budget number of the office to which it is to be charged. The Library will bill later. There is a minimum charge of \$1.00.

2. The request, stated as completely as possible, can be sent by mail to: Photoduplication Service, Strozier Library, FSU. The work is done by a student assistant, and the request will be filled and mailed. The charge is \$.05 per exposure with a minimum of \$1.00. Invoices are prepaid on FSU form FS 108.

(b) Special Contracts and Grants. Charges for Academic departments and Contracts and Grants on



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campus may be made by I.D. Transfer according to Form GP-16, FSU.

1. Verify the fact that funds are available in the particular budgets involved.
2. The total for each budget is calculated at \$.05 per exposure with a \$1.00 minimum charge.
3. These I.D. transfers must be in the Accounting Division by the fifth working day of the month in order for the transfer to take place in that month.

(7) ~~Locating Materials.~~ The Circulation Printout is a listing by call number of library materials charged out to students, faculty and staff; of library materials at the bindery, on reserve, on search or ready reference and all materials in storage. Computer copies of the printout are located at the Circulation Desk. Copies of each subject division only are located at the Humanities, Science-Technology, and Social Sciences Divisions desks.

(8) ~~Storage.~~ The Library maintains storage space in the stack area of the old library building, now called Dodd Hall, and other areas. These materials may be requested from the division reference desk in the division where they would be shelved by call number if located in Strozier. Requested storage items are brought to the Library daily, Monday through Friday. Some materials are stored in the sub-basement of the Library. These too may be requested at the division reference desks.

(9) ~~Schedule of Hours.~~ The Schedule of Library Hours is determined by the Library Administration with the advice of the University Library Committee and varies according to the University Academic Schedule and is subject to adjustment depending on available funds.

(10) ~~Newspapers.~~

(a) ~~General.~~ The Library receives a number of newspapers including local, national and foreign. Each divisional catalog lists the newspapers in that particular division. The Library does not have sufficient funds to acquire every home town newspaper.

(b) ~~Holdings.~~ Most newspapers are received by mail and are, therefore, one (1) day to one (1) week late in appearing on the library shelves. These newspapers are kept on file for a week or month only. Permanent files of newspapers, including a complete file of the New York Times, are on microfilm in the Micromaterials Center, and entries for these may be found in the main card catalog.

(11) ~~Circulation of Periodicals.~~ Bound periodicals may circulate to faculty for a limited time. These are charged out from the division in which the periodical is located. Unbound periodicals may not circulate out of the building at any time. To protect and retain single issues of a periodical, it is necessary to have them bound into volumes as soon as possible. During the binding process, they are not available for use.

(12) ~~Reserve Books.~~ Most materials placed on reserve by the faculty for the use of their students are located at the Reserve Desk. Personal copies of the faculty do not circulate out of the building at any time. Some reserves can circulate overnight after 9 p.m. Sunday through Friday. These are due by 9:30 a.m. the following morning. On Saturday, reserves may be charged out at 3 p.m. and are due by 3:30 p.m. Sunday. A fine of \$.25 per hour or fraction of an hour is charged for overdue reserve materials.

(13) ~~Locked Boxes.~~

(a) ~~General.~~ The locked boxes are subject to periodic checks by the Administrative Office. The boxes are not storage spaces for food or drink. Any Library materials locked in a box must be properly charged. Uncharged materials will be removed. Flagrant violation, especially as concerns Reserve and Reference books, will result in the privilege of the use of the box being revoked.

(b) ~~Keys.~~ Locked boxes, when available, are assigned for three (3) quarters to graduate students upon application and deposit of \$2.00 for a key. The deposit will be refunded when the key is returned at the end of the assigned time. The return of the key is more important to us than money.

(c) ~~Liability.~~ The Library is not responsible for personal property left in boxes.

(14) ~~Faculty Borrowing.~~ Books are charged to faculty for a minimum period of three (3) weeks with



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automatic renewal during the September-June academic year. All books checked out during the summer session must be returned at the end of the session. (There are many temporary summer personnel and it is often difficult to retrieve books from persons who have terminated.) If there is a request for a borrowed book which has been out for more than four (4) weeks, it shall be returned within one (1) week from the date the notice is sent. If the book is not returned within the week, the printed notice will be followed by a telephone call to the faculty member's office. If the faculty member is out of town, the departmental secretary will be asked to search for the book and return it if found. If not found at that time, the book must be returned promptly once the faculty member has returned to campus. If the borrower has been off campus for the preceding week, one (1) more week of grace will be given before the fine begins to accrue. If the book is not returned, a fine of \$.25 per day will be assessed. (Maximum fine is \$5.00.) Fines not paid at the end of the current quarter will be referred to the Business Office. If a book has not been returned for 5 quarters, it will be referred to the Business Office for collection. The bill will include book cost, processing cost of \$3.00, and the maximum fine of \$5.00.

(15) Warren D. Allen Music Library.

(a) General. The Warren D. Allen Music Library is located in the basement of Longmire Building, just west of the Music Building. Its collection includes scores, recordings, tape recordings of some of the programs given at the University, microfilms and microcards of music, a few basic reference books, and reserve materials for the courses in the School of Music. The researcher is advised to check the Music Library Catalog for materials of this kind. Listening equipment with earphones is available as are limited facilities for group listening, microfilm study, and score reading at a piano.

(b) Schedule. The schedule of the Music Library Hours is determined by the Library Administration with the advice of the Music Librarian and varies according to the University Academic Schedule and is subject to adjustment depending on available funds.

(c) To Borrow. The borrower must present his punched University I.D. card bearing the current validation stamp. Materials are charged for a maximum period of three (3) weeks and may be renewed provided there is no request by another borrower. The Music Library will renew an item only when the item is brought in to be restamped. If another borrower has left a request for the book, a notice will be sent. All materials must be shown at the Music Library exit before leaving. This is done to make certain that the books have been properly charged. The loan varies for particular kinds of music material and according to whether material is sought by a student, teaching assistant, or professor. It is necessary to consult the Circulation Guide as posted in the Music Library.

(d) To Return. Returned items are to be placed in the drop box at the Main Circulation Desk during the hours the Music Library is open. Book receipts are given if requested. Inquire about this procedure. Carelessly leaving books anywhere else in the library may result in an overdue fine. Books may be returned by using the outside drop box located outside the entrance to the Music Library during the hours the library is closed. Strozier Library materials must be returned to Strozier Library and Music Library materials must be returned to the Music Library. Scores with component parts must be returned with all parts present. The score is not considered returned until all parts are in.

(e) Score and Book Recalls. Books missing or checked out may be requested on a form available at the Circulation Desk. Searches will be made and/or notices sent to the current borrower.

(f) Fines. The Board of Regents has adopted uniform library fines for all libraries in the State University System. Overdue library materials accrue fines at the rate of \$.25 per item per day, excluding Reserve items and other materials checked out from individual areas. Some Reserves can circulate overnight after 9:00 p.m. on Friday and Saturday. These are due by 10:00 a.m. the following morning or before the end of the first hour that the library is open on the following day. A fine of \$.25 per hour or



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~~fraction of an hour is charged for overdue reserve materials.~~

~~(g) Returns. The borrower should return books promptly. The Music Library posts a weekly overdue list on the date of the stamped due date. The Music Library is not responsible for any omissions on this list.~~

~~(16) Library Science Library.~~

~~(a) General. The Library Science Library is a department of Strozier Library and houses materials pertaining to the subjects of libraries, librarians, and library science which are received by Strozier Library. Books and other materials in this collection are organized, maintained, and circulated to serve the faculty and students of the School of Library Science; however, these materials are available to the total population of the University. The Library Science Library is located in the basement of Strozier Library and can be approached by the west entrance opposite the Bellamy Building.~~

~~(b) Policies. Policies for the Library Science Library are determined by the Library Administration with the advice of the Library Science Librarian. The schedule of hours varies according to the University Academic Schedule and is subject to adjustment depending on available funds.~~

~~(c) Restrictions. Resources which may circulate from this division must be checked out and returned at the circulation desk in the division. Reference materials do not circulate and other materials may be limited in loan period or treated as reserve materials.~~

~~(d) Sub-collections. The collection is divided into 5 sub-collections:~~

~~1. The Reference Collection: a comprehensive collection of reference tools necessary for the study of library science plus samples of reference tools necessary for the study of other disciplines.~~

~~2. The Professional Collection, designated as the "L" Collection: a comprehensive collection of materials important to the study of library science.~~

~~3. The Adult Collection: a laboratory collection of books and non-print materials that support courses offered by the School of Library Science.~~

~~4. The Children's and Young Adults' Collection: a laboratory collection of books and non-print materials that support courses offered by the School of Library Science.~~

~~5. The Easy Collection: a laboratory collection of picture books, pre school books, and non-print materials that support courses offered by the School of Library Science.~~

~~(e) Reserve. In addition to the five sub-collections, a "Reserve" collection is maintained. Materials are placed on reserve by the faculty of the School of Library Science to be used by students in their courses. This collection varies from quarter to quarter, depending on the courses offered and the readings assigned.~~

~~(f) Use. Because of their purpose, the limited size of these collections, and the heavy demands made on them by courses requiring the materials, they cannot be used to support intern teaching, for tutoring purposes, or for leisure or instructional reading by children. Every effort will be made to accommodate other disciplines that offer courses requiring the use of these materials. When the need arises, the professor teaching the courses that require the materials must consult the Library Science librarian for satisfactory arrangements.~~

~~1. The Reference Collection: may be used by faculty and students of the University;~~

~~2. The Professional ("L") Collection: primary uses for faculty and students in the School of Library Science. Faculty and students from other disciplines may use materials in this collection if the items desired are not currently needed by Library Science students;~~

~~3. The Adult Collection: may be used only by faculty and students in the Library Science courses that require their use;~~

~~4. The Children's and Young Adults' Collection; and~~

~~5. The Easy Collection: both these collections may be used only by faculty and students in the Library Science courses that require their use.~~



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(g) Circulation. The length of the circulation period varies in the sub-collections:

1. Reference Collection: does not circulate.
2. Professional ("L") Collection: circulates for two (2) weeks.
3. Adult Collection: circulates for two (2) weeks.
4. Children's and Young Adults' Collection: circulates for one (1) week.
5. Easy Collection: circulates overnight only, after 9:00 p.m.; books are due one hour after the library opens the next day.
6. Reserve Books: circulate for two (2) hours during the day for use in the Library Science Library. At 9:00 p.m. they may be circulated overnight, due one (1) hour after the library opens the next day.
7. The collection contains a sampling of non-print materials. Records and audiotapes circulate for one (1) week. All other non-print materials (films, filmstrips, loop films, study prints, microfilm, media kits, slides, transparencies, etc.) do not circulate; they must be used in the School of Library Science.
8. Current periodicals: do not circulate.

(h) A V Lab. The A V Lab is a part of the School of Library Science. It is supervised by the Library Science librarian and staffed by graduate assistants working for the Library Science Library. Use of equipment in the lab is limited to School of Library Science faculty and students.

(17) Conference Rooms. There are no conference rooms available for the use of students and faculty.

(18) Special Permits. Special Permits to use the FSU Library are issued with the understanding that the resources of the Library are to be used only for serious research or as the duties of a state employee may require the borrowing of materials. Permits are not transferable. Only books which normally circulate may be checked out by holders of Special Permits. Interlibrary loan privileges are not available to holders of special permits. Regulations are the same as for students with fines accruing at the rate of \$.25 per item per day for overdue books.

(19) Typing Facilities. Rooms which can be used for typing are located in the Listening/Viewing, Humanities, Social Sciences, and Science Technology areas. Coin-operated typewriters are available in the rooms in the Listening/Viewing, Humanities, and Science Technology Divisions. Typing costs are assessed only to cover costs of maintenance and repair. Personal typewriters may be used in the designated rooms if space permits.

(20) Tours and Lectures. Arrangements can be made with the Orientation and Instruction Librarian for tours, both general and special. Requests for this service should be made at least a week in advance of the scheduled class time. During Orientation Week scheduled tours are available for Freshmen and other new students. Special tours for new faculty members are arranged at the beginning of Quarter I.

(21) Telephones. Public telephones are located in the basement lobby of the annex just outside the Micromaterials area. Telephones in library offices are for library business only.

(22) Study Atmosphere. The library is intended to be a reasonably quiet place for study and anyone causing a disturbance will be asked to leave. If deemed necessary the incident will be reported to Campus Security for further action.

(23) Staff Lounge. The lounge is located on the third floor in order to provide a convenient place for staff to eat lunch and for coffee breaks. Because of the quantities of paper in the building, no foodstuffs are permitted outside the lounge. Cash purchases are not permitted. Tickets for coffee may be purchased by faculty members at the reference desk in the Documents Map Division. Since the room is small and a number of people are grateful for its existence, it should not be used for conferences.

(24) Gifts. The Library welcomes gifts of books and periodicals with the understanding that such materials become the property of the Library to use as it deems advisable. Gifts may be contributed through the Gifts and Exchanges Librarian and will be accepted at any public desk, in the Administrative Office, or



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in the Gifts and Exchange Office.

(25) Exhibits. Displays of library materials illustrating subjects of current or general interest are located in the entrance lobby and throughout the building. Only exhibits prepared by members of the staff are placed in the exhibit cases.

(26) Duplicating Services. Coin-operated copying machines are located in the annex on all floors of the Library. The Micromaterials Center has facilities for making reproductions of library materials at a reasonable cost.

(27) Pamphlets. The pamphlets available in the Library do not appear in the card catalogs. They are assigned broad subject headings and are filed by these headings in steel filing cabinets called vertical files. Each division of the Library has a vertical file of pamphlet materials. Usually vertical file materials may circulate for a short period of time determined by the Division Librarian and is checked out from the reference desk in the division.

(28) Smoking. Smoking is permitted in the building only in areas designated as smoking lounges. Smoking is not permitted in the elevators, inner lobbies, halls, rest rooms, typing rooms, or reading areas.

(29) Dissertations and Theses.

(a) Loan. Copy one (archival copy) is deposited in the University Archives and does not circulate. Copy two is put into the circulating collection and is subject to the same use policies as the other circulating books.

(b) Copying. Theses and dissertations may not be photocopied without the permission of the author. It is the responsibility of the person desiring such copies to obtain permission from the author.

(30) Special Collections Division.

(a) General. The Special Collections Division is the location of collections of library materials of special types of interest. It includes the Florida Collection—books, periodicals, pamphlets, clippings about Florida and by Floridians; Archives—any official publication of the Florida State University, including any and all of the divisions; Rare books, including incunabula; Manuscript collections and historical papers and records; Photographic Archives—pictures of Florida events, people and places; Specialized collections, including the McGregor Collection of early Americana, the Shaw Collection of Poetry, the Lois Lenski Collection, the Louis Shores Reference and Information Collection, the Justice Glenn Terrell Collection, the Louise Richardson Collection.

(b) Arrangement. Florida books and periodicals, and the Shaw Collection of Poetry, although non-circulating, are on open shelves in the Florida Room and the Shaw Collection Room respectively, except for those items which are considered by the staff to need added security because of being irreplaceable, or because of heavy use, fragility, size, etc. All other materials in the Division are located within “staff only” designated partitioned areas and are available only on request.

(c) Servicing Materials.

1. Like other divisions of the library, the Special Collections Division exists to help students, staff, faculty, and researchers who need materials or information, especially that within the subjects covered in the area. When its resources are exhausted, users are referred to other divisions, or when the patron can be better served by another division, he is referred to that division. Service in this division, as elsewhere in the library, includes giving help and information by mail and by telephone and as completely as possible.

2. Services are available only during the hours posted at the entrance of the area.

3. Materials in Special Collections do not circulate, but must be used in the Special Collections areas except for purposes of reproduction as outlined below.

4. Unless too fragile, Florida materials are allowed out of the area for xeroxing one copy for study, after the patron has furnished proper valid identification and filled out a xerox request form.



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5. Rare books, manuscripts, and specialized collections are available to qualified researchers in the area only after the patron has presented proper valid identification and filled out a request form.

6. The use of fragile or unusually valuable materials may be limited, and the library staff may refuse access to an individual who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the materials, or has otherwise failed to abide by the library's regulations.

7. Rare, manuscript, and archival materials may be reproduced only if the condition of the originals will permit such reproduction and the originals have no gift, purchase, or legal restrictions on reproduction. Requests for such reproduction must be made in writing, and approval will be made at the discretion of the department head or approved representative.

8. Criteria established by the Association of College and Research Libraries in January, 1974, and adopted by the Association of Research Libraries in May, 1975, on access to manuscripts and rare books and on reproduction of manuscripts and archives for non-commercial purposes are applied.

(d) Gifts:

1. Gifts of published materials which ultimately become a part of the Special Collections are received through Gifts and Exchange and are processed through regular cataloging channels.

2. Gifts of manuscript materials, pictures, pamphlets, etc. which are not to be cataloged, are received directly in the Special Collections area and are given appropriate processing.

(31) Interlibrary Loan:

(a) General. Interlibrary Loan services at Florida State University are open for serious research of its faculty members and students only. (Undergraduates may borrow from Florida libraries but not from out-of-state libraries.) Interlibrary Loan service supplements FSU Library's collection. Please ask area librarians for assistance in making sure that materials are not available in the FSU Library before submitting a request to Interlibrary Loan.

(b) Requests. Complete information for every request must be filled out on a request card supplied by Interlibrary Loan. The information on the request card should be typed or handprinted. Do not use abbreviations. Telephone requests are not accepted.

1. Limit requests per person to five (5) active requests, excluding photoduplication requests.

2. Use one (1) request card per item. Multiple articles from the same periodical must be treated as separate requests.

3. Patrons should not ordinarily ask to borrow the following types of materials:

a. Fiction.

b. Inexpensive items currently purchasable in the United States.

c. Standard reference works.

d. Current issues of periodicals.

e. Material for which there is likely to be a recurring demand.

f. Material for class use.

4. Allow an average of 20 days or more for the arrival of material requested. Most materials (except xeroxes) are shipped by the lending libraries via fourth class mail.

5. The Library and the borrowers share mailing expenses on the items requested. Each borrower pays the return postage of a borrowed item which varies from 20 cents to 50 cents or more, depending on the weight of the material borrowed.

6. Since most libraries do not lend periodicals but prefer to send a photocopy of an article, the requestor must pay for the photocopy furnished. The maximum cost a requestor is willing to pay should be indicated on the article request as one library may charge a higher rate than another.

7. Any materials ordered must be paid for within that quarter as outstanding bills will be submitted to



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the bursar's office.

8. Every borrower must strictly observe all regulations imposed by the lending library. These regulations usually specify the due dates, the restriction of the use of fragile, rare or old materials to the "Library Use Only" classification, or the restriction may indicate that no photocopying be made from the item borrowed.

9. All borrowed material must be returned to the Interlibrary Loan Office on or before the due date.

(32) Studies and Carrels.

(a) General. The Library has a limited number of studies and carrels designed to bring the research worker closer to the books, periodicals and other materials he is using. Application forms for faculty studies are available in the Library Administrative Office. Carrels are assigned only to doctoral candidates who are working on their dissertation at FSU and are limited to three (3) consecutive quarters. Application forms for carrels are available at each of the reference desks on the second and third floors where the carrels are located. Application should be made well in advance of need.

(b) Faculty Studies. Faculty studies are assigned "first come, first served". Two people are assigned to the larger studies. One person is assigned to the smaller ones unless two (2) ask to use one together. Because the demand for studies exceeds by far the number of studies available, in fairness to all concerned, assignments will be limited to three (3) quarters and no renewals unless there is no waiting list or no demand for studies; renewals will then be considered. A person who fails to make reasonable use of his study will be asked to give it up. Faculty studies may not be used as offices or conference rooms.

(c) Key Deposit. A key deposit is required on study keys which will be refunded when key is returned. Keys are picked up in the Library office. The person to whom the key is given is responsible for the key at all times and for its prompt return to the Library office when the assignment terminates. The key must not be passed on to others. Graduate assistants are not to use the studies.

(d) Other. Regulations for users of studies and carrels are posted in each study and include but are not limited to the following:

1. No typing in carrels or studies.
2. No smoking in carrels or studies.
3. No food or drinks are to be consumed in carrels or studies.
4. Carrels or studies must not be used for office or conference rooms.
5. Paging service from telephones is not provided nor are numbers of faculty studies given out.
6. Only individuals assigned to carrels are permitted to use them.
7. Library materials left in carrels must be properly charged as follows:
 - a. Books which circulate are to be charged from the Circulation Desk and returned there.
 - b. Books which do not circulate may be charged from the appropriate division desk upon approval of the division Librarian and returned there.
 - c. Vertical file materials and pictures are to be charged from the appropriate division desk and returned to that desk.
 - d. Government documents are to be charged from the Documents Division desk and returned to that desk.
 - e. Reserve books, reference books, periodicals, and certain government documents may not be charged to carrels.

f. Carrels will be checked periodically and any materials not properly charged will be removed.

(33) Reserves of Printed Materials.

(a) General. The Reserve Area processes and maintains library books, personal books and xeroxed or original articles in folders requested by faculty for reserve.



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(b) Arrangement.

1. All materials are in closed stacks in the Listening/Viewing/Reserve Area and are checked out by the reserve staff members and student assistants. Books are kept on shelves in alphabetical order by the author's name. Other materials are arranged in pamphlet boxes alphabetically by the instructor's name.

2. All materials circulate for two-hour periods during regular library hours. No material will circulate out of the library during the day during this two-hour period. Material circulates out of the library only after 9:00 p.m. Personal materials (those without library stamp) are restricted to building use.

(c) Limitations. Because of extremely heavy use of reserve facilities as well as space and staffing factors, the following limits are upheld:

1. No more than 20 book titles per course per instructor.

2. No more than 10 packages of xeroxed materials per course per instructor will be housed at the reserve desk at one time. No more than three (3) copies of each package will be accepted, except in cases where there are more than 100 students using the material.

3. No bound periodicals or other non-circulating library materials will be placed on reserve.

4. No sample tests, exams, term papers or other student papers will be placed on reserve.

5. Staff may refuse to accept any material considered to be too bulky to be housed in the present arrangement.

6. All reserve business should be conducted Monday—Friday, 8:00 a.m. to 5:00 p.m.

7. When a course is not being taught the following quarter (according to the schedule of classes) the books for that course will automatically be released.

(d) Packaging of Materials Other Than Books.

1. Xeroxed materials and articles must be secured in a folder or binder to protect them from wear and tear during the quarter and also to provide a place for appropriate identification. Folders with pockets are good for small, loose items such as newspaper clippings and pamphlets.

2. When several articles are placed on reserve, they are to be combined into packages, if possible, rather than having each in an individual folder.

(e) The Following Information Must Be Provided:

1. Instructor's name and phone number.

2. Department and course and prefix and number.

3. Number of students in course.

4. Quarters needed.

5. Call number, author and title of each book.

6. Author, if any, and title of each personal book and/or article, and number of copies of each.

(f) Access to Materials. A looseleaf catalog containing a copy of each reserve list is provided to assist students in identifying the materials they need. This is arranged alphabetically by the course prefix and number. Students should request the materials as they are listed in the catalog.

(g) Services Offered by the Reserve Staff:

1. Checking materials in and out to users.

2. Searching for and calling in library books requested for reserve.

3. Receiving and processing books and other personal materials.

4. Preparation and updating of looseleaf catalog for users.

5. Recording frequency of use of materials, when requested.

6. Assisting students and faculty in using facilities.

(h) Priorities of processing. Faculty members should submit reserve lists at least three (3) weeks before the materials are needed. Because of the rush at the beginning of every quarter, some priorities have been



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established. Books are processed in order of receipt, but those lists submitted with incomplete information take longer than those providing complete information. Bringing the books with the list speeds up the processing.

(34) FSU Search, Science Technology Division.

(a) General. FSU Search is a service that provides online computer bibliographies of published literature and work in progress in the areas of science, technology and the social sciences. The service is available to anyone in the vicinity of Leon County, Fla. The use of Geo-Ref and Sci Search is restricted to those affiliated with Florida State University. Users should be prepared to give a detailed description of a clearly defined search topic. In addition, at least one citation to a periodical article published within the last three (3) years is helpful. For best results, the requester should submit his request in person.

(b) Schedule. The service is available Monday through Friday, 8-5, holidays excluded. Medline services are also available at the FAMU, School of Pharmacy Library.

(c) Data Bases. The files available for search include agriculture, business, cancer, chemistry, computers, dentistry, education, electronics, engineering, exceptional children, food and nutrition, geo sciences, government research and development, life sciences, management, medicine, nursing, physics, psychology, science, social sciences, and vocational and technical education.

(d) Search Results. The search result is a bibliography of retrieved documents. The output formally includes the author, title and source of the citation. Abstracts are available for some data bases, a brief listing is printed on-line and a more exclusive bibliography is printed off-line and arrives within ten days.

(e) Document Delivery. FSU Search does not provide the text of the documents. If the items are not available locally they may be borrowed via Interlibrary Loans. Contact the librarian of the institution with which you are affiliated or your local public library. The FSU Library does not have a copy of every item listed in the bibliography.

(f) Types of Searches Available. Current awareness searches keep the user up to date on the current literature. Current awareness searches are run when the update files become available. Retrospective searches include literature from several years. The extent of the collection varies and some files cover a ten year period.

(g) Length of Search. Normally, the search is processed when submitted. Most searches are completed in a few minutes.

(h) Cost. The charge for this service varies depending upon the data base searched, amount of computer time used, and the number of citations requested. The total charge for a search is based on its complexity and is in most cases unrelated to the number of references retrieved. For details consult the price list available in Science Technology Division. An average search uses at least ten (10) minutes of computer time.

(i) Payment. Payment may be made by cash, check or charged to the agency or department. If charged to a department, an FSU budget number, state agency or other institution, the search request must be accompanied by a letter of authorization from the person responsible for the financial aspects of that budget. If several searches are to be run, a blanket authorization is necessary. Purchase orders must accompany requests to be charged to FAMU budgets.

(35) Library Materials Theft and Destruction Policy. No person shall willfully remove from the library material which has not been properly charged out, or shall willfully injure, damage, mutilate, deface or destroy library materials.

(a) Incidents of theft or destruction of library materials shall be reported to the University Police who may refer the matter to the State Attorney for prosecution pursuant to Section 812.014, F.S.—Theft or Section 806.13, F.S.—Criminal Mischief, or any other appropriate statute, and the following authorities,



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where appropriate.

~~1. Judicial Affairs, if the individual is a student at Florida State University, Florida A & M University, or Tallahassee Community College.~~

~~2. Director of Personnel Relations, Florida State University, if career service personnel or administrative and professional staff.~~

~~3. Dean of Faculties, if faculty member.~~

~~(b) A Florida State University student who is judged guilty, or who waives his/her right to a hearing by electing summary adjudication by the University judicial officer under the Student Conduct Code, for a violation of this provision shall be suspended for at least one semester.~~

~~(c) A career service or administrative and professional employee who is found to have violated this provision shall be subject to appropriate disciplinary provisions contained in Chapter 6C-5, F.A.C.~~

~~(d) A faculty member who is found to have violated this provision shall be subject to appropriate disciplinary provisions contained in Chapter 6C-5, F.A.C.~~

~~(e) The officer investigating the incident shall submit a copy of his/her report of the action to the library administration.~~

~~Specific Authority BOG Resolution January 7, 2003, Reg. Procedure July 21, 2005. Law Implemented 240.227(1), (13), 240.261(1), 806.13, 812.014 FS. History New 9-30-75, Amended 4-7-83, Formerly 6C2-6.08. Cf. F.S.U. Disciplinary Guidelines; 6C2-4.052(7)(f), (g), (o) and (hh), 6C2-4.059(4) F.A.C.~~