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Library Access

The library serves all faculty and staff of the University of Saint Francis and all of the students enrolled in its programs. The library is also accessible to alumni and others with established relationships or affiliations with the University. The general public may also use the library on a limited basis. Children under the age of sixteen must be accompanied by an adult at all times. Restrictions on use of services and electronic resources will vary according to user groups and the individual terms of product licensing agreements. The faculty, staff and students of the University of Saint Francis will, in all cases, have priority access to the services and resources of the library.

(Updated: 02/18/09)

After Hours Library Access

To ensure the security of the collections and equipment, the library is always staffed during the hours it is open. However, there are times when access may be required during hours when the library is normally closed. For some specific individuals or groups demonstrating a legitimate need, special arrangements can be made for the library to be unlocked by Security. Authorization for a key is granted only under very exceptional circumstances and requires the approval of both the Director of Library Services and the Director of Operations.

(Updated: 12/18/2008)

Computer Use

The computers in the library are accessible to students, faculty, staff, alumni and guests. Students needing to work on class assignments and projects will be given first priority. Library staff may confirm a user's status by requesting to see a student ID or alumni card when computers are in high demand. Those who are using the computers for recreational purposes may be asked to give up their computer. All users must sign and abide by the USF Information Technology Acceptance Use Policy. When using headphones, volume must be kept low so as not to disturb others. Library staff will assist with research and basic computer hardware/printer problems.

(Updated: 02/18/2009)

Library Orientation

Providing instruction in the utilization of library resources is a key responsibility of the Library staff and is available to students, faculty and staff. The ultimate goal of library instruction is to equip students with the research skills they need to be successful life-

long learners.

Students often have their first introduction to the library and library instruction through the English 101 and the ICONNECT courses. The library staff works closely with faculty members to tie instruction directly to class work throughout the curriculum. The format of library orientation is flexible enough to meet the needs of a variety of user groups and to ensure an optimum learning experience for the class size, subject area and skill level of the students involved.

Online tutorials and instruction are also available on the Library webpage for both students enrolled in distance education programs and for others who have not attended a library orientation.

(Updated: 02/18/2009)

Fax Service

The USF Library Services provides faxing services to staff, faculty and students. USF faculty and staff are allowed access to this machine for work-related faxing free of charge. Public access to faxing for non-work-related use is permitted when the machine is available. USF campus policy has fixed the charges as follows: \$1.00 a page to send and 50¢ a page to receive.

Incoming faxes are checked by various library, student and volunteer staff throughout the day. Non-library faxes are to be placed in an envelope and labeled clearly on the outside with the recipient's name, the date and total amount due. The envelope is then to be placed at the 2nd floor Circulation Desk for the recipient to pick up. In some cases, individuals and departments may be contacted by phone when a fax arrives, however, confidentiality is often difficult to maintain.

Ideally, confidential faxes should be sent directly to the individual or department for whom they are intended. When this is not possible, it is the responsibility of the person receiving the confidential fax to be present as it is being received. The person who is the intended receiver should be in close communication with the sender to verify time of transmission. The ultimate responsibility for maintaining the confidentiality of non-library fax transmissions rests with the sender and receiver.

Faxes do not always clearly indicate the name or department of the intended recipient and it can be very time-consuming to track down the correct party when fax volume is high. It is the joint responsibility of the sender and the receiver to help ensure that the fax reaches the correct recipient.

(Updated: 02/18/2009)

Photocopying

A photocopier for staff and faculty use is located in the workroom on the first floor of the library. This machine is available for use by any employee who has a campus photocopier login and departmental code (this information should be available from your department head). Any copies made on the library's copier will automatically be charged

back to the appropriate department.

The library photocopiers are not intended for high-volume copying tasks which strain capacity and limit access by other users. Users who must do this kind of copying will be referred to the USF Copy Center.

(Updated: 02/18/2009)

Noise

Users of the Lee and Jim Vann Library have the right to expect a quiet and pleasant library environment conducive to research and scholarship and free of disruptive activity. Patrons bothered by excessive noise should contact a library employee at one of the two circulation desks, one located on each floor.

To ensure Library users' rights, noise should be kept to a minimum throughout the Library, and the following guidelines are strictly enforced:

- **Group Study** space is provided in the three group study rooms located on the lower level of the Library (Keys and reservations are available at the main circulation desk.) If a group study room is unavailable, groups are asked to work on the main floor (2nd floor) and converse in a low voice.
- **Cell phones** must be turned off or set to silent mode in the Library; cell phone conversations should be brief and kept at a low volume. Wherever you use your phone please be considerate of those around you and keep your voice to a reasonable level so as not to disturb other library patrons. At the discretion of Library staff, patrons may be asked to take their cell phone conversations to one of the designated cell phone friendly areas such as the PJPII lobby on either floor or the CyberFresh Café.
- **Electronic devices** with earphones may be used if the noise is not audible to others. Sound features of laptop computers must be turned off or listened to via earphones.
- Areas near the **Reference and Circulation Desks** on both floors are designated for normal conversational noise levels to permit Library service interactions. Printers, copiers and other equipment in these areas will produce a certain level of expected noise.
- When **events** such as class visits are scheduled in the Library, staff will post signs in advance of the event alerting users that noise will be created in this area.

Enforcement of policy:

- Any Library user may report violations of this policy to staff at a circulation desk,

who will follow-up to address the reported problem.

- All Library staff is empowered with the responsibility to approach disruptive individuals or groups and ask them to discontinue the disruptive behavior or to move to an appropriate area of the Library.
- All Vann Library users are expected to abide by these policies and will be asked to comply if necessary. Users who become belligerent or refuse to discontinue disruptive behavior will be asked to produce photo identification and, for USF students, their student number. If a user does not have identification, or refuses to show identification, he or she will be asked to leave the library immediately. If a user refuses to leave the Library when asked campus security will be called. The Library Director will be notified of anyone whose student number has been taken more than once. The Director will then follow-up on the incidents according to the Nonacademic Disciplinary Procedures as stated in the Student Handbook. Non-USF students may begin losing library privileges following the second identification of non-compliance.
- Users who fail to comply with this policy may be asked to leave the Library.

(Updated: 02/11/2010)

Food Policy

Vann Library users are now welcome to enjoy a drink and snacks in the library, if consumed responsibly. We need your help to ensure that our library stays clean and inviting. Here's how you can help:

- Be considerate of other library users and USF housekeeping; clean up after yourself, Leave No Trace.
- Cups must have lids or caps.
- Food of any kind is not allowed on or near the computers for sanitary/health reasons. Drinks in lidded containers are permitted at the computer stations.
- The delivery of food to the library from outside restaurants is prohibited.
- Report spills immediately to a library staff member or at the Circulation Desk. WE WILL THANK YOU!
- Avoid messy foods that may damage library materials and facilities.
- Avoid aromatic foods that may be a disruption or bother other library users.
- Dispose of trash properly. Recycle when you can and place non-recyclable garbage in trash cans, Leave No Trace.
- Food is permitted except

- at computer workstations

- in microform area
- in the computer training labs
- or as posted

Enforcement of policy:

- Any Library user may report violations of this policy to a staff member at the circulation desk, who will follow-up to address the reported problem.
- All Library staff is empowered with the responsibility to maintain a comfortable environment for our users, individuals in violation of this policy will be asked to discontinue the disruptive behavior or to move to an appropriate area such as the CyberFresh Café or Pope John Paul II Lobby.
- All Vann Library users are expected to abide by these policies and will be asked to comply if necessary. Users who become belligerent or refuse to discontinue disruptive behavior will be asked to produce photo identification and, for USF students, their student number. If a user does not have identification, or refuses to show identification, he or she will be asked to leave the library immediately. If a user refuses to leave the Library when asked campus security will be called. The Library Director will be notified of anyone whose student number has been taken more than once. The Director will then follow-up on the incidents according to the Nonacademic Disciplinary Procedures as stated in the Student Handbook. Non-USF students may begin losing library privileges following the second identification of non-compliance.
- Users who fail to comply with this policy may be asked to leave the Library.

Eating in the library is a privilege. If at any time the presence of food detrimentally impacts the library (bugs, rodents, damaged books, etc.), the library will return to a policy of no food.

(Updated: 02/11/2010)

Student Study Room Use

The University of Saint Francis and its library staff recognizes the need for student collaboration and quiet study. Student study rooms are intended to help meet the study needs of student library users. They are ideal for small student groups who are working on projects, studying or conducting meetings which require collaboration. For all of these reasons, the library has dedicated four rooms in the Lee and Jim Vann Library specifically for student study needs.

On the first floor of the library, rooms 101M, 101L will accommodate up to 4 students while room 101K will hold 8 students comfortably. To accommodate larger groups, rooms 101L and 101K can be used together to hold up to 12 students. Room 101N is intended for quiet individual study. This room will accommodate up to 4 individual students and is available on a first come first serve basis, no reservations accepted.

Room Use Policy:

Rooms 101K, 101L, 101M are intended to be used by groups of two or more students. Access to these rooms is gained by checking out a key from the main circulation desk located on the second floor of the library. Reservations are strongly recommended due to demand but are not required. Groups with reservations will always have priority. Individuals may use these rooms when not in use by or reserved for a group. Group study rooms cannot be reserved for individual use.

These rooms are not intended to be used for regularly scheduled classes or regularly scheduled meetings and must be checked out by a student.

Requirements for group study rooms:

A valid USF OneCard is needed to checkout one of the three study rooms. Rooms are reserved for up to two hours **per group**. At the end of two hours, the room can be renewed for one additional hour **per group**, if no one else is waiting for the room or has the room reserved. Study rooms therefore have a maximum use of 3 hours by any one group per day.

During the final exam and midterm periods (the week before and during both), the demand for study rooms is overwhelming. **Room renewals will not be allowed.** The two-hour policy will be strictly enforced to allow equal access to the study rooms.

Reservations can be made online at <http://www.sf.edu/library/> (24 hr notice required online), via phone at 260-399-7700 x.6065 or at the main circulation desk on the second floor of the library; otherwise circulation staff will assign study rooms on a first come, first serve basis depending upon room availability and group size.

If the person/group who reserved a room is not present within ten minutes of the reservation time (or vacates the room for longer than fifteen minutes during their scheduled time), he/she will automatically forfeit their reservation if other groups are waiting.

All group study rooms are equipped with a whiteboard, dry erase markers and an eraser. A replacement charge will be assessed to the person who checked out a room in the case of any missing markers or erasers.

If a group study room key is not returned at the end of room use, a \$25 replacement fee will be assessed.

Requirements for quiet study room (101N):

In order to maintain a quiet study atmosphere, no group work, cell phone conversations or eating is allowed in this room.

Headphones can be used, but must be set a level that will not disturb other students in the room.

Materials left unattended in this room for more than 20 minutes will be taken to the lost and found at the main circulation desk on the second floor.

General Study Room Requirements:

Only drinks in covered containers are allowed in the study rooms. Food of any kind is not permitted in any study room. **Disregard for the food policy could result in loss of**

Student Study Room privileges for the remainder of the school year.

Rooms may only be used during the hours the library is open.

The Library is not responsible for personal items left unattended in the rooms.

Please do not leave library materials in the rooms.

Room windows or doors should not be covered or obstructed in any way.

Study room privileges may be suspended if these rules are not followed.

Library staff has the right to refuse use of a study room if inappropriate activities are reported or observed. Library staff will periodically check all study rooms. Violations should be reported to a library staff member.

Questions or problems concerning the student study rooms should be directed to the Main Circulation desk on the second floor of the library.

(Updated: 01/15/09)

Display Cases

The Lee and Jim Vann Library has four display cases (two on each floor) for use by members of the University of Saint Francis campus community. These display cases are intended to provide space for exhibits that will contribute to the enrichment and education of library patrons.

1. Any member of the USF community may request to use space in the cases.
2. Displays should be related to academic departments, Franciscan values, student groups or in some other way be relevant to the university, its values, or mission.
3. The person/department requesting use of the space is responsible for setting up and taking down the display as well as providing appropriate signage showing the title and sponsor of the display.
4. Cases are made available on a first come first served basis.
5. Cases may be reserved for one month. A renewal of one month is allowed if there is not another display scheduled.
6. No sales information may be posted.
7. The cases are equipped with locks but the sponsor of the exhibit is responsible for the items in the display. USF and the Vann Library are not responsible for items which may be damaged or stolen.
8. The display cases must be left in the same condition they were found.
9. Acceptance of displays is left to the discretion of the Lee & Jim Vann Library.

(Updated: 12/09/09)