2017–18
Kelly Library

A guide to Kelly Library resources and policies for students

library.ehc.edu
Disclaimer
This manual represents current policy. Any changes will be posted.
The Library at Emory & Henry College is a collection of thoughts...ideas...words...books...people...magazines...services...multimedia materials...quiet study areas...collaboration areas...computers...online databases and much more. All of these things are here for your use.

We want you to enjoy using the Library, and we believe that you will if you take two easy steps.

• First, read this guide. In it, we tell you about the various facilities and services available in the Library. You will learn what we have and how it is used. You may be surprised to find out what we have in the Library.

• Second, get acquainted with the Library building and all of us who work here. Visit each floor and ask the Library staff questions. By doing so, you will be prepared when that first assignment is given.

Information Technology Services is located on the ground floor of Kelly Library. IT Services staff members are here to help you with network connection issues. If you have any questions or problems concerning network connectivity, please stop by the IT Help Desk for assistance. Instructional Technology & Design Offices are located on the ground floor of Miller Hall.

Above all, remember one basic rule of Library use: ALWAYS ASK A STAFF MEMBER FOR HELP! We are never too busy. After all, YOU are the reason we are here.

—The Library Staff
Library and Kelly Computer Lab Hours*
Monday-Thursday 7:30 a.m. – midnight
Friday 7:30 a.m. – 5 p.m.
Saturday 10 a.m. – 5 p.m.
Sunday 5 p.m. – midnight

McGlothlin-Street 231 Lab
Open 24 hours/7 days a week, except when classes are in session.
Library and lab facilities are monitored by 24-hour video surveillance.
* Exceptions or changes to this schedule, such as exams and college
breaks, will be posted in the library and on the library’s web page.

Library FACILITIES, MATERIALS, AND SERVICES

Archives
Kelly Library contains archives for Emory & Henry College and the Bishop Earl G. Hunt, Jr.
Collection. Many items of historical interest are housed in this department.

Audiovisual Equipment, Compact Discs, and DVDs
The Library has thousands of CDs, DVDs, and audiobooks. Borrowers may check out five
DVDs, or CDs on each ID card (which also serves as your Library card) at one time for seven
days. Equipment is available in-library for viewing or listening.

Collaboration Area
A collaboration area for working with your classmates or individual study is available on the
main floor of the library. The seating includes charging stations.

Fax Machine
The Library has a fax machine, (276) 944-4592. It costs $1 per page (excluding the cover
sheet) to fax documents. There is no charge to receive faxes. When a fax for you is sent to
the Library, please ask the sender to include a cover sheet with your name and telephone
number on it. Ask staff at the Circulation Desk about this service.

Games
There is a table near the Current Periodicals/Newspapers/Denham Poetry Collection area
for checkers, chess, and other board games as well as puzzles. You can check out the game
pieces and puzzles at the Circulation Desk.

Government Documents
Kelly Library is one of approximately 1,300 government document depositories in the United
States. The Government Documents department is located on the ground floor of the
Library. This collection is arranged by the U. S Government’s classification system called
the Superintendent of Documents system (SUDOCS). Many of these items can be found by
using the online catalog or the Government Printing Office’s index, GPO Monthly Catalog,
which is available through the Journal Articles and Databases link. Links to many full-text,
state, federal, and international government document resources are on the government
documents page, under the Books, Articles, & More heading on the Library main page at
HAL Online Catalog
HAL (Holston Associated Libraries) is a shared online catalog (OPAC) with four member libraries: Emory & Henry College, King University (Bristol Tenn.), Tazewell County (Va.) Public Library, and Washington County (Va.) Public Library.

The OPAC contains records for over 1,000,000 books, CDs, DVDs and other media, maps, e-books, and websites, of which approximately 300,000 are located in Kelly Library. This powerful system allows you to search for Library material, see what you have checked out, and check the HAL libraries’ operating schedules. Kelly Library has reciprocal borrowing privileges with the other member libraries in the consortium, and all you need is your barcoded ID to check out materials from them. You may place requests on material at other member libraries through the catalog, and have it delivered to Kelly Library. Catalog access is available through the home page (library.ehc.edu) or by going directly to innopac.hal.org.

Interlibrary Loan (ILL)
It is not possible for one Library to own every book or periodical you may need for your research. Through interlibrary loan, staff members will borrow the needed item from another library. There is no charge for this service for the first fifty requests per year. The interlibrary loan link on the Kelly Library homepage connects to ILLiad, our web-based ordering system. First-time users will need a valid Emory & Henry ID to create an interlibrary loan account. Enter the required information for the material you wish to order. Remember, boxes marked required must be filled in or your request cannot be processed. If you are not sure how to complete the form, please ask a librarian for assistance. You should plan on your material taking at least five to seven days to arrive. If you have questions about this service, please contact the Circulation Desk at ext. 6208 or click the Interlibrary Loan link on the library home page.

Juvenile Collection
The Library maintains a teaching collection of children’s literature located on the second floor.

McGowan Lab
This facility on the ground floor is outfitted with 20 computers, network connections and projection equipment. Some of your classes may have scheduled sessions in this room. Generally, this lab is available only by faculty request. It is scheduled through the IT Help Desk.

Maps
An organized collection of maps is available which includes state, national, and international maps, as well as U.S. Geological Survey topographic maps of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia. This collection is located on the ground floor in the Government Documents area.

New Books and Bestsellers
To browse new acquisitions, check the New Books shelves at the beginning of the Reference Collection area.

Newspapers and Periodicals/Denham Poetry Collection
Kelly Library subscribes to several local, regional, and national newspapers. Current issues are displayed in the Current Periodicals/Newspapers/Denham Poetry Collection area on the main floor. You may ask for back issues at the Circulation Desk. Online newspaper resources include the full-text Lexis-Nexis Academic, America’s Newspapers, Newspaper Source Plus, and Factiva services. You may access these through the Newspaper Articles link under Books, Articles, & More on the Library’s home page. In addition, many newspapers have their own Internet sites where you can read the daily paper and conduct searches of back issues.
New periodical issues are shelved in the Current Periodicals/Newspapers/Denham Poetry Collection area on the main floor. Back issues in print or on microfiche are located in the stacks or fiche cabinets on the main floor. The Library subscribes to dozens of full-text and partially full-text periodicals databases, such as Academic Search Complete, JSTOR, and Project Muse. The complete list can be found by clicking on the Journal Articles and Databases link under Books, Articles, & More.

The Denham Poetry Collection, a gift of over 2,000 poetry books donated by former E&H English faculty member Robert Denham, is also located here. Feel free to browse through these volumes, and enjoy some poetry.

Printers, Photocopiers and Office Supplies
Two self-service photocopy machines are available near the Circulation Desk. The cost is 10 cents per page for black/white copies and 50 cents for color copies. Both machines on the main floor will accept change and dollar bills. Printers are available for microfilm and microfiche; copies are 10 cents per page on the honor system. Color copies, available for pick up at the Circulation Desk, cost 50 cents each and must be paid for at the time of pick up. Copies in excess of the 100 limit can be paid for at the Circulation Desk.

Miscellaneous office supplies such as tape, paper clips, scissors, rubber bands, hole punches and staplers are available at the Circulation Desk. A paper cutter is located adjacent to the photocopiers. The charge for laminating items is 50-cents per foot.

Public Computers
Public computers for students are available on the main and ground floors of Kelly Library. Computers on the main floor are used primarily for academic research and limited word-processing and spreadsheet applications. Microsoft Office Professional and specialized computer software programs are available in the Kelly Lab on the ground floor and several computer labs on campus. Community users are limited to 30 minutes per day and must relinquish the computer when a student is waiting. Computer printers are located in the Kelly Lab.

Reference Materials
Kelly Library has an extensive collection of print and online reference sources—dozens of online databases, over 70,000 electronic periodicals and thousands of print reference books. Some electronic resources you might find useful are ARTstor, Credo Reference, Oxford English Dictionary, Oxford Reference Online, and many more. On the Library’s main page at library.ehc.edu, you will find links to many online reference sources by clicking on Journal Articles and Databases under Books, Articles, & More.

Reference Service
You will probably have many questions about using the online catalog and the electronic databases, finding materials in the collection, the email program, locating information on research paper topics, and using the Library’s equipment. Please do not be shy about asking a Library or Information Technology Services staff member for assistance. Generally, during the Fall and Spring semesters, a professional librarian is available 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday. Please ask us questions—we're here to help you. You may contact us by phone at ext. 6208 or askalibrarian@ehc.edu, or visit us in person.
Remote Access
If you are away from the campus, and off the network, you can still access the Library’s online databases. The directions are available on the Library web page by clicking on Off-Campus Connection under the Research heading. If you are having problems accessing online Library resources remotely, please contact the Electronic Resources Librarian (ext. 6213 or jhanshew@ehc.edu).

Reserve Materials
Reserve materials are placed in restricted circulation by faculty members to make them available to a large number of students for a limited time period; they are usually assigned or recommended readings, DVDs, CDs, or other materials for a course. Library use only or overnight is determined by the faculty member. Ask for these items at the Circulation Desk.

Library POLICIES

How to Check Out Materials
It’s easy! Just bring the item to the Circulation Desk with your barcoded ID card, which you received at registration. The staff member will scan the barcode on your ID, the barcode on the material, and desensitize it to allow it to pass through the security gate. If for some reason you do not have an ID card, please contact the Campus Security office.

When you’re ready to return the item, you can put it in one of the two book drops at the Circulation Desk or in the outside drop on the left-hand side of the front of the Library. Please do not return audiovisual materials through the outside book drop.

Loan Periods
- 4 weeks: Books, government documents, pamphlets, audiobooks, and maps
- 7 days: Compact discs and DVDs
- 1 day: Overnight reserves
- Library Use Only: Non-circulating materials, reference books, periodicals, rare or fragile use permanent reserves, and Library-use only reserves

Overdue Materials
Kelly Library does not charge fines. The premise under which the Library operates is that, as adults, college students are responsible and considerate of the needs of others. Having Library materials returned is more important than a prohibitive fine procedure.

As a courtesy, the staff will send one reminder for Library materials that are due shortly, and two overdue reminders for those items which have not been returned. The third notification is a bill. If you have overdue Library items on your account, you will not be allowed to check out more materials until the overdue ones are returned. If the materials are not brought back after you have received notification from the Circulation Department, your account will be billed in the Business Office. Virginia law (Code of Virginia 42.1-74) states that it is a misdemeanor if Library materials are kept 30 days after an overdue notice is received and if the Library is not reimbursed. The replacement fees charged for unreturned materials are listed below. The staff would much rather have the materials returned than charge replacement fees!
Replacement Charges
The following represent minimum charges for lost and unreturned materials. Items costing more than $50 will be charged at actual replacement cost. A **non-refundable $25 processing fee** will be added to all charges.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Books</td>
<td>$50</td>
</tr>
<tr>
<td>Videos</td>
<td>$50</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>$50</td>
</tr>
<tr>
<td>Compact discs and DVDs</td>
<td>$50</td>
</tr>
<tr>
<td>Other materials</td>
<td>Cost of materials</td>
</tr>
</tbody>
</table>

Noise
Kelly Library is a quiet place for reading and study. You are expected to be considerate of your fellow students’ right to concentrate in a quiet atmosphere. When conversation is necessary, please talk quietly. Students using earbuds need to keep the volume low enough not to disturb other Library users. The top floor is the quietest area for study; because of library office and computer lab activity on the main and ground floors, there will be higher noise levels in those areas.

Cell Phones
Cell phone use in the Library is prohibited. Please turn off your phone or set it to vibrate when you are in the Library.

Drink and Tobacco Products
Drinks in closed containers or sports bottles are allowed, except in the computer areas. All buildings on the Emory & Henry campus are tobacco-free; in addition the Library does not allow any nicotine products, including e-cigarettes.

Closing Signal
The Library staff will sound three buzzes and blink the lights as a signal that the Library is closing in 15 minutes. It’s time for you to gather your materials, log off that computer, “close up shop” and check out any items you may need. The front doors will be locked at 15 minutes prior to closing; patrons already inside can exit the building normally.
Keep the Library “Kelly Green!”

Support the College’s Green Initiative. The Library & IT Services staff encourages you to adopt these resource-saving measures:

- Print and photocopy on both sides when possible.
- Narrow the side, top, and bottom margins on your documents.
- Select 10 or 11 point fonts instead of 12 point.
- Choose single or 1.5 spacing instead of double spacing.
- Check your print jobs using print preview first.
- Use paper from the reusable paper boxes for printing rough drafts.
- Don’t click the “print” button more than once to avoid multiple copies. If your document doesn’t print, ask a staff member for help.
- Place extra copies in the reusable paper or recycling boxes.
- Using notebook paper? Purchase narrow or college-ruled.
- Stash your trash, plastic, paper, & metal in the recycle bins located on every floor of the Library.