



Franklin D. Schurz Library

"Quick" Guide To The South Bend Schurz Library

Hours (Fall and Spring Semesters):

Monday – Thursday 8 am – Midnight

Friday 8 am – 6 pm

Saturday 9 am – 8 pm

Sunday 11 am – Midnight

Special hours during the summer, between sessions, and during holiday breaks are posted in the library. Reference service is available:

Monday – Thurs.	9 am – 10 pm
Friday	9 am – 5 pm
Saturday	10 am – 5 pm
Sunday	12 noon – 9 pm

Telephone Information (area code 574):

Circulation/Reserve Desk	520-4440
Reference Desk	520-4441
Interlibrary loan	520-4433
Special Collections	520-4392
Administration	520-4449

Borrowing policies:

To check materials out of the library or use reserve materials, patrons must present an Indiana University library borrower's card to the Circulation Desk assistant. A card is issued free of charge to first time borrowers with a valid photo ID. The newer IUSB student ID cards include a library card magnetic strip on the back. Nearly all items in the general and government publications collections may be checked out with the borrower's card. Exceptions include periodicals, reference books, and certain other materials that are part of a special collection or considered too rare or fragile to circulate.

Circulation periods (students and general public):

Books, and Government Publications	30 days (Indiana resident) 45 days (Undergrad) 120 days (Fac/Staff/Grad)
Music Scores	4 days
Reserve materials	As specified
Audio CDs, Audiotapes	7 days
Media Kits	7 days
Videos	4 days

Renewing materials: To renew, call (574)520-4440. Renewals may also be completed at the Circulation Desk. IU students and staff may renew items from the IUCAT MY ACCOUNT feature. Reserve items are not subject to renewals.

(Over)

Overdue Fines:

Regularly circulating material—25 cents per day; fine maximum \$25.00

Reserve materials:

There is a maximum overdue charge limit of \$25 for reserve items.

Hourly loan items-- \$1.20 per hour

Daily loan items-- \$1 per day

Reserve collection:

Materials that instructors have placed on reserve for student use are found at the Circulation Desk or on electronic reserve. Loan periods vary and have been selected by the instructor.

Interlibrary loan:

Requests may be submitted online for books or journal articles not available at the Schurz Library through Interlibrary Loan at <http://iusb.hosts.atlas-sys.com/illiad/logon.html>. It takes seven business days approximately to get material through this service.

Miscellaneous:

- Closing procedures. For security purposes, floors two through five and the ground floor close fifteen minutes before the posted closing time. Announcements are made over the public address system when the library is preparing to close. At 15 minutes before closing, patrons with materials to check out are requested to come to the Circulation Desk.

- Photocopiers are located in the Reference Area on the first floor, on the ground floor next to the elevators, and in the southeast corner of the second floor. The library's copying machines accept one and five dollar bills. Those wishing to use a copy card may purchase one at the dispensing machines in the Reference Area Copier Room or the northeast corner of the second floor (the card itself costs 50 cents). Copies are 10 cents each (cash) or 8 cents each when using a copy card.

- Emergency procedures. Alarm bells, flashing lights, and announcements over the public address system will alert patrons to a fire or other emergency. Patrons on floors other than the first should use the stairs to make their way to the exit-- do not use the elevators.

Patrons with a disability on floors other than the first should go to the area in front of the elevators and use the phone next to the elevators to alert the campus security office of their location (the number for security is posted above the phone). In case of a tornado warning, use the north stairs to go to the tunnel connecting the library to Northside Hall.

- No food and no tobacco are allowed in the library. Drinks *in closed containers only* may be consumed in the library. Use the Snack and Study Lounge next to the tunnel to Northside Hall for complete access to food and drink.

- Student group study rooms are located on the fourth and fifth floors along the south wall. Signs on the windows of these rooms state the number of students needed to occupy a room. Single students or groups smaller than the posted number may be asked to leave a study room to make way for larger groups.

For more information ask at the Reference Desk or call 520-4441.