

Public Services Policy for Documents

Ross Pendergraft Library offers reference service to all patrons. Reference services are available on the first floor of the Library. It is available most of the hours that the Library is open. If the person on the desk is not able to answer a question about documents, the Documents Librarian or Documents Assistant is called for further assistance.

The reference staff can help patrons use the Library catalog to find document materials and where they are located in the Library. If the patron needs microfiche documents, the staff can help them find the document and help them to use the microfiche/microfilm reader/printers.

Copiers and microfiche/microfilm reader/printers are available for use in the Library. The Library uses the vend-a-card system for payment for printing. All users have to pay for these services, including students and faculty. The cost is \$.10 per page. The Library does not have a color copier. A vend-a-card can be purchased for \$ 1.00, \$.50 is charged for the card and \$.50 or 5 copies are on the card. Money can be added to the card for additional copies.

Most document materials circulate, with the exception of materials shelved in the Reference and Periodical areas of the Library. The Library does not circulate any of their periodicals, except to Faculty. Some documents shelved within the regular documents collection, such as United States Reports, the Statutes at Large, and some statistical materials do not circulate. They are considered reference materials, but just not shelved in the main Library Reference area.

Non-university patrons must obtain a Library card to check-out Library materials. There is no charge for a Library card. Persons under the age of 18 must provide a parents signature in order to acquire a Library card.