ACCESS

Library Mission and Purpose of Access Policies

*Blount Library advances the curriculum, research, and reading interests of Averett students with scholarly and professional sources, reference consultations and instruction.*

Blount Library is open seven days a week during Fall and Spring terms, and five days a week during summer sessions. Averett librarians offer over 60 hours of reference service per week. Online access begins here: [http://averett.libguides.com/library](http://averett.libguides.com/library).

Access policies define eligibility for library access and services, including use of the library building and print resources, library technology, book and media circulation, access to licensed online content, interlibrary borrowing, and membership in the Library Friends.

ELIGIBILITY

All Averett University students, faculty, and staff have access to library collections and services. Please visit library guides for more information on remote access to electronic sources and services for distance learners. The library ships materials from its collections and items borrowed from other libraries to home or office addresses of students attending classes away from Danville. The library offers a toll free number for reference questions, plus e-mail contacts, web forms, and online tutorials.

Visitors and alumni who have joined the Library Friends may access collections in the library building, borrow circulating materials, and use designated computers and reference services.

Visitors may request Library Friends membership at the Information Desk. The first year of membership is complimentary for Averett graduates if requested within 12 months of commencement.

Although Averett University is a private institution, visitors over 18 are welcome to use print collections in the Blount Library building. Children must be accompanied and supervised by an adult. Visitors should defer to Averett students when demand is heavy.
Visitors who wish to use library computers for access to research sources sponsored by the Virtual Library of Virginia may request assistance from a reference librarian.

Library Friends and visitors are expected to defer to Averett students when demand is heavy. Averett staff and Security personnel are authorized to ask anyone who makes library use difficult or inconvenient for Averett students to leave the library and not return.

USE OF FACILITIES

- The main floor “Academic Commons” is intended for group and individual study, guided research, discussions, and presentations.
- Computers for students (Scholars Workstations) and for Library Friends are located in the Commons. Request a computer mouse at the Information Desk.
- To check out materials, present a valid Averett or Library Friends ID at the Information Desk. Borrowers can renew books by telephone (791-5690; 800-543-9440), or by email to circdesk@averett.edu.
- The library protects the privacy of patron records and collects only information required to maintain individual accounts for circulation of materials.
- Students pre-registered for the following term may borrow materials between semesters, provided that they can return the items on time.
- Loan periods and fines are specified below. The library will block access to services for patrons with overdue materials or outstanding fines. The university may withhold transcripts from students who have not returned library materials or paid repair/replacement fees. Income from late fees is used to improve library services for students.
- Patrons are welcome to submit recommendations for improving library facilities and services in person, by the “Express Yourself” web form, or by email to aclib@averett.edu.

Key Card Access: For the safety and security of Averett students, employees and affiliated patrons, key card access is in effect during evening and weekend hours. For evening and weekend access to the library, bring a currently valid Averett ID card, available to students, faculty, staff and Friends of the Library.

CELL PHONES

As a courtesy to other patrons, cell phones should be set to “vibrate” when entering the library, and cell phone conversations restricted to the outer lobby.

REFERENCE SERVICES

Averett librarians encourage students and faculty to ask questions and bring research problems to the library. To ask a question:

- Visit the Information Desk in Blount Library.
- Call the librarians at 791-5692, or toll free at 800-543-9440.
- Use the “Consult” link on the library web (http://averett.libguides.com/library).
- Send electronic mail to aclib@averett.edu, or email librarians directly.
- Pick up a librarian’s business card at the Circulation Desk and make an appointment.
Averett librarians offer library and information literacy instruction on request to classes, study groups, and individuals. For more information, call 792-5692 or 800-543-9440, or click on the “Learn” tab at http://averett.libguides.com/library.

ELECTRONIC RESOURCES AND SERVICES

Averett students, faculty and staff can access reference databases, e-journals, e-books, e-media, and WorldCat records for collections at Averett and other libraries, at anytime, from any web location. They can also use the web to ask reference questions, find out what periodicals the library receives, or request an interlibrary loan. Information research begins at http://averett.libguides.com/library.

Technology in the library includes Microsoft Office applications, CD-RW drives, DVD and Blu-ray players, a VCR, headphones, self-service digital scanner, and 4 LED TV’s with PC’s for group work and presentations.

Students and employees can access the Internet, including electronic mail and web browsers from all library computers. AU Portal Wi-Fi is available to students and employees in the library. Wireless printing is not supported at this time.

CIRCULATION

To borrow books and other circulating materials, present a current Averett ID card or Library Friends card at the Information desk. Students and faculty can obtain or update an Averett ID card at the Security Office, 103 Danville Hall.

- **Circulating Books** are checked out to traditional undergraduate students for a three-week period, to graduate, working adult students and staff for eight weeks, and to faculty for 16 weeks.
- **Renewals:** Borrowers may renew books for an additional two circulation periods if no holds have been placed on the books by other patrons.
- **Holds:** Borrowers may have a book held for checkout when it is returned by another patron. Circulation will hold the book for three days after notification that the book is available.
- **Media:** Students, faculty, and staff may borrow DVD’s and other circulating media for a 7-day loan period.
- **Reserve books and articles and media** are shelved at the Information Desk at a professor’s request for limited circulation to students in a class; for example, one hour, one day, three day, or seven day reserve.

Please return books at the Information Desk, or in the outside book drop, next to the library entrance. If the materials are late, inform the circulation assistant and pay the overdue fine to clear your record. A-V equipment must be returned in person at the Information Desk.

**Non-Circulating Materials**
The following types of resources may be used only in the library building:
INTERLIBRARY LOANS (ILL)

Averett students, faculty, and staff may borrow books and periodical articles not held by Blount Library through interlibrary loan (ILL) from another library. Articles are normally sent over the Internet, or by fax, and usually arrive within 2 to 4 days. Books and other materials that must be returned to the lending library generally arrive in 4 to 7 days. Thanks to agreements with the Virtual Library of Virginia, ILL fees are rare. Borrowers are always notified in advance of potential charges.

EQUIPMENT

- **Photocopy / Network Printer**, located on the Academic Commons.
- **Computers**: Computers in the Scholars Workstations area are designated for student use of web-based information resources, MS Office applications, e-mail, and other applications licensed for Averett computer labs. Two computers are available to Library Friends.
- **Digital Scanner**: A self-service digital scanner is available to students, faculty, and staff in the electronic reference area. The networked printer is also available for quick scans to email or a USB drive.
- **AV Equipment**: VCR’s, DVD, and Blu-ray players are available for use in the library by Averett students, faculty, and staff. Request headphones and media room access at the Information Desk.
- **Black and white printing from computer workstations** is available at no charge to students, faculty, and staff of Averett University. All other patrons must pay 10 cents per page. Please conserve paper by saving files to email or disk when feasible.
- **Color, duplex printing** for course assignments is available for a fee. Ask a librarian for assistance.
- **Fax**: Students and faculty may send or receive fax messages at the library. Within Virginia the cost is $1 for the first page; out of state, $2 for the first page; other countries, $3 for the first page. Subsequent pages are $0.50 per page.
- **Telephone**: A telephone room on the lower level is restricted to local calls and is available only to Averett students with valid ID’s. Request the key at Circulation. The Circulation Desk telephone is for staff and emergency use only.
- **Elevator**: An elevator is available for patrons needing assistance to access the upper and lower floors of the building. Please request a key at the Information Desk.

GIFTS AND DONATIONS

Blount Library accepts gift books supporting academic programs and reading beyond the curriculum from affiliated individuals, including current and retired/emeriti faculty. Volumes not added to the collection may be shipped to Better World Books or donated to another organization.
The library can accept gifts that require special housing, organization, or security (archives, artifacts, and manuscript collections) only when funds and space are available to curate them.

PARKING: Parking behind the library is in limited supply during Fall and Spring semesters. Visitors who do not require handicapped parking may prefer to seek public spaces on Robertson Avenue or Main Street. Averett student/employee parking is also available in the lower lot adjacent to Ascension Lutheran Church.

FINES AND FEES FOR OVERDUE MATERIALS

- **Circulating books** = $0.25 per book per day. Courtesy notices are sent prior to the due date. Following a 7 day grace period, fines are calculated retroactively from the due date. $10 maximum per book, after books have been returned in good condition.
- **Reserve materials** = $1.00 per item per day
- **ILL materials** = $1.00 per item per day
- **Media** = $1.00 per item per day
- **AV Equipment** = $5.00 per item per day

**Damaged Books and Media:** Repair cost, OR replacement cost, plus $15.00 processing fee

**Lost Books and Media:** Replacement cost, plus a $15.00 technical processing fee. If out-of-print, $50.00 replacement cost, plus $15.00 technical processing fee.

**Lost or Damaged AV Equipment:** Full replacement or repair cost.

**Policy Creation and Revision**

Library Access Services policies are communicated to the entire university community by way of a general policies document available under the “Learn” (orientation) tab on the library web home guide.

Procedures set forth in this policy may be waived, if warranted, at the discretion of library personnel or Averett administration.

Access services policies are developed and reviewed annually by library faculty and staff, in consultation with academic and student success administrators. Policies can be amended by consensus of library faculty, with subsequent review and approval by the Vice President for Academic Affairs and Student Success.