

F. **LIBRARY**

1. LOCATION/ARRANGEMENT
2. LIBRARY HOURS
3. COLLECTION
4. USING LIBRARY MATERIALS
5. INTER-LIBRARY LOAN SERVICE
6. AUDIO-VISUAL MACHINES
7. MATERIALS MISSING FROM SHELF
8. RESERVE BOOKS
9. PHOTOCOPYING
10. OUTSIDE LIBRARY RESOURCES
11. LIBRARY COMMITTEE

LIBRARY

The Library is part of the educational programs of the Kenrick Seminary and Glennon House of Formation. Its staff is trained, experienced, and willing to assist in the location and use of library materials.

1. LOCATION/ARRANGEMENT

The Library occupies three levels in the southeast corner of the building. The first floor houses the library offices, Reference, Reserve, current periodicals and audiovisual materials. The two lower levels contain the classified books and bound periodicals.

2. LIBRARY HOURS

Library open hours for the academic year are posted outside the Library entrance.

3. COLLECTION

The Library has approximately 80,000 volumes of books, bound periodicals, microforms, and audiovisual materials.

Books are arranged by the Dewey Decimal classification.

The Library subscribes to approximately 300 periodical titles. Bound periodicals are shelved alphabetically by title in the lower level stack room. Recent issues can be found in the Main Reading Room.

Electronic resources are listed at: library.souvay.net.

4. USING LIBRARY MATERIALS

Reference books, periodicals and microforms, may not be taken from the Library. Students are asked to conform to this rule so that others needing this material can have equal use of them.

Access to both print and non-print materials is through the on-line catalog.

Circulating materials must be checked out when taken from the Library.

Due dates for circulating materials vary according to the type of item. Checked out materials can be renewed twice and this can be done on-line by the patron. Subsequent renewals must be approved by library staff.

Returned materials should be left at the Circulation Desk or placed in the book drop next to the Library door/outside library hours..

Each borrower is responsible for materials checked out in his name. Borrowers are cautioned against lending check-out library material to someone else.

Overdue reminders are sent within two weeks after the due date.* If materials are not returned after a month, the borrower will receive a bill for the cost of replacement plus a processing fee for each title since this material is lost for use by others.

*A fine of 10 cents per day is charged for each overdue book.

5. PATRON-INITIATED REQUEST AND INTER-LIBRARY LOAN SERVICE

Patrons should first check whether an item is available within the MOBIUS consortium by consulting the on-line catalogue before filling out an inter-library loan form. If an item is available from a MOBIUS library, a patron-initiated request may be made on-line.

If an item is not available, an inter-library loan form (available at the circulation desk) can be completed.

6. AUDIO-VISUAL MACHINES

A microfiche/microfilm reader is located near the Circulation Desk.

7. MATERIALS MISSING FROM SHELF

Please ask the library staff for assistance if you cannot locate a periodical volume/issue or a title for which you have a call number.

8. RESERVE BOOKS

Materials placed on Reserve for a class may be checked out overnight three hours before final closing and returned within the first hour the next day the Library is open.

Cooperation with this rule will provide equal opportunity for all class members to use this material.

9. PHOTOCOPYING

Photocopies of library materials can be made on the coin-operated machine near the Circulation Desk.

10. OUTSIDE LIBRARY RESOURCES

Kenrick students have access to the St. Louis University Pius XII Library, Eden-Webster Libraries, Concordia Seminary Library, Covenant Seminary Library as well as borrowing privileges of over 50 academic libraries which make up the MOBIUS consortium.

11. LIBRARY COMMITTEE

Membership of the committee includes representatives from the faculty, administration, and student body. It serves in an advisory and recommendatory capacity and acts as liaison between these groups in library matters.

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