Library Information for Faculty

Library Location & Hours
The Library is located at the corner of Oregon Road and Biniker Drive. The Library will be open the following hours during fall & spring semesters:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 am - 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 am - 6:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 am - 4:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 pm - 8:00 pm</td>
</tr>
</tbody>
</table>

Telephone Numbers
Information Desk (567) 661-7017
Circulation Desk (567) 661-7015
Audiovisual Services (567) 661-7028
All Other Calls (567) 661-7221

E-Mail and Internet Address
Send e-mail to: libhelp@owens.edu
Library Home Page: http://www.owens.edu/library/

Services (cont.)

Online Renewal: You may renew material online at the Library’s web page.

Fines: Faculty members are exempt from paying fines on Owens books only. There is a $.50 per day charge for overdue OhioLINK books. All Library privileges may be revoked until items are returned and fines are paid, including AV Equipment, web resource restriction and OhioLINK privileges.

Interlibrary Loan: For hard-to-find materials, we may be able to borrow the items from other libraries worldwide. This procedure can take two-three weeks for delivery, depending upon where the material is coming from and how the material is sent. There is a charge for this service; however, you determine the maximum price you are willing to pay. Most libraries charge between $5.00-$12.00 per item.

Class Reserve Material: Instructors may put items on class reserve for In-library Use Only or Overnight Loan. Electronic Reserves, featuring anytime and anywhere access, is also available.

Electronic Article Delivery: The Library can electronically deliver copies of most documents from the Library’s periodical or reference collection. Digital copies can be e-mailed or posted to a web site for you to download.

Research Databases: The Library provides online access to 110 electronic research databases. Many of these databases provide links to online full-text journal articles.

Photocopying: The Library has copiers for students and faculty to use. For personal copies, students and faculty pay .20 per page if using cash or .10 per page by placing money on their Owens Express ID Card. For class-related copying, faculty must use their Owens Express ID Card in order to charge the copies against their department’s budget. Please use the Copy Center (in Administration Hall) for multi-page handouts. Color copy services are available on a cash basis only.

Library Instruction: The Library staff offers instructional classes ranging from a general library orientation to database searching techniques and subject-specific library resources. Please call the Library to discuss your needs and/or schedule a class appointment.

Revised: Nov. 4, 2004