

Blount Library

Policies



The Library advances the curriculum, research, and reading interests of Averett students with scholarly and professional sources, reference consultations and instruction by library faculty. We welcome Averett colleagues, alumni and Library Friends as partners in education and models of success. Blount Library is open seven days a week during Fall and Spring terms, and six days a week during summer sessions and semester breaks. Averett librarians offer over 60 hours of reference service per week, year round. Online access begins here: <http://discover.averett.edu/library>.

ELIGIBILITY

All Averett University students, faculty, and staff have access to library collections and services. Please visit our web 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 several online tutorials with interactive features.

Visitors and alumni who have joined the Library Friends may access collections in the library building, borrow circulating materials, and use designated computers, reference services, and private study rooms. Library Friends are expected to defer to Averett students and faculty when demand is heavy.

Request your Library Friends membership at the Circulation Desk, or click on <http://www.averett.edu/library/friends.pdf> to print and mail the membership form with your donation. The library will mail your Friends card to your home address.

Although Averett University is a private institution, we welcome visitors over 18 to use print collections in the Blount Library building. Adults must accompany visitors under 18. Visitors should defer to Averett students when demand is heavy. **Visitors other than Library Friends and Averett Alumni may not use library computers.**

Averett staff or Security personnel may ask anyone who makes library use inconvenient for Averett students to leave and not return to the library.

ACCESS

- The first floor of the library is intended for group study and guided research. The second floor is a designated quiet area for individual study.
- The computer lab in Blount 103 (basement level) is an open lab for Averett students, faculty and staff, unless scheduled for library instruction or seminars.
- Please present a valid Averett ID or Library Friends card to check out materials or borrow room keys. You may 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 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 grades and 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.
- No alcohol or tobacco products are permitted in the library. Beverages should be in secure containers.
- We encourage patrons to submit recommendations for improving library facilities and services in main floor suggestion box, in person, or by email to aclib@averett.edu.

CELL PHONES

As a courtesy to other patrons, please set your cell phone to “vibrate” when entering the library and restrict cell phone conversations to the outer lobby area.

REFERENCE SERVICES

Averett librarians encourage patrons to ask questions and bring research problems to the library Reference Desk. To ask a question, you can:

- Visit the Reference 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://discover.averett.edu/library>).
- Send electronic mail to the Reference Desk, (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.

ELECTRONIC RESOURCES AND SERVICES

The library web pages (<http://discover.averett.edu/library>) provide 24 hour access to online reference databases, electronic journals, electronic books, and catalog records for circulating and reference books. You can also use the web to ask a reference question, find out what periodicals the library receives, or request an interlibrary loan.

Technology in the library includes Microsoft Office applications, CD-RW drives, DVD players, a VCR, headphones, and self-service digital scanner.

A computer lab and classroom in Blount 103 seats 22 students at 16 computers. Students and study groups may reserve the instructor's workstation to rehearse class presentations. For more information, call 791-5690 or ask at the Circulation Desk.

Students can access the Internet, including electronic mail and web browsers, from all library computers. In addition to the Averett Wi-Fi portal for students, faculty and staff, the library has a wireless computer hub. Friends must bring a laptop computer with wireless network card, and ask a librarian for the login. Wireless printing is not supported.

CIRCULATION

To borrow books and other circulating materials, present a current Averett ID card or Library Friends card at the Circulation desk. Students and faculty can obtain 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:** You may renew books for an additional two circulation periods if no holds have been placed on the books by other patrons.
- **Holds:** You may have a book held for checkout when it is returned by another patron. Circulation will hold the book for three days after notifying you.
- **Media:** Students, faculty, and staff may borrow video cassettes, DVD's, and other circulating media for a 2-day loan period.
- **Reserve books and articles and media** are shelved at the Circulation 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 in the book drop at the Circulation 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 Circulation Desk.

Non-Circulating Materials

The following types of resources may be used only in the library building:

Periodicals	Averett College MBA papers
Newspapers	Microfilm and Microfiche
Reference books	Bound Periodicals
Special Collections	Materials on "room reserve"

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 of your request. 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. We will notify you of potential charges in advance.

EQUIPMENT

- **Photocopier:** A copy machine is located on the main floor. The cost is 10 cents per copy.
- **Computers:** Computers in the electronic reference area and computer lab 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 near current periodicals.
- **Digital Scanner:** A self-service digital scanner is available to students, faculty and staff in the electronic reference area.
- **AV Equipment:** VCR's and DVD players are available for use in the library by Averett students, faculty, and staff. Request headphones and room keys at the Circulation 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 and save files to disk when possible.
- **Color, duplex printing** for course assignments is available for a fee. Ask a librarian for assistance.
- **Microfiche and microfilm readers/printers** are located on the main floor. Printing is free for Averett students, faculty and staff.
- **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 Circulation Desk.

GIFTS AND DONATIONS

Many excellent books and collections have been added to the library through the generosity of donors. The library will accept or decline gift materials according to the guidelines set forth below. Volumes accepted by the library, but not added to the collection may be offered to students and visitors at periodic book sales, or given to another library.

1. The library will gratefully accept as gifts:
 - a. Materials that support the academic mission of the university.
 - b. Fiction and non-fiction for the “New and Notable” collection.
 - c. Materials that support collections in local history and the history of Averett University.
2. Library personnel do not assign an appraisal value to gifts offered to the library. It is the donor’s responsibility to obtain a professional appraisal if needed for tax purposes. For guidelines see IRS Publication 561, **What Is Fair Market Value (FMV)?** <http://www.irs.gov/publications/p561/ar02.html>.
3. The library will determine classification, housing, and circulation policies for all gift items.
4. The library retains the right to dispose of duplicates and unneeded materials unless the donor agrees to retrieve volumes not added to the collection.
5. 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 support and house them.

PARKING: Limited parking for visitors to the library is available in the lot behind the library building. Please request a two-hour permit at the Circulation Desk.

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 as listed in *Books in Print* or media catalog, 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.