

LIBRARY FACT SHEET

July 2007

MARY LIVERMORE LIBRARY

The University of North Carolina at Pembroke

<http://www.uncp.edu/library/>

910.521.6516

Hours of operation:

	Regular Sessions	Summer Sessions
Monday-Thursday:	7:30 a.m. - 12:00 midnight	7:30 a.m. - 10:00 p.m.
Friday:	7:30 a.m. - 11:00 p.m.	7:30 a.m. - 5:00 p.m.
Saturday:	9:00 a.m. - 11:00 p.m.	10:00 a.m. - 6:00 p.m.
Sunday:	2:00 p.m. - 12:00 midnight	2:00 p.m. - 10:00 p.m.

- Open 8:00 a.m. - 5:00 p.m. weekdays between sessions; closed weekends between sessions.
- Hours of operation are subject to change if needed; if possible, such changes will be posted.
- External book returns are located on Faculty Row and near the entrance of the Library.

Library cards:

- The UNCP BravesOne Card is used by UNCP faculty, staff, and students when borrowing library materials.
- If patrons meet certain eligibility requirements, an annual Friends of the Library (FOL) card is available for \$10.00. More information can be obtained at the Circulation Desk.
- Patrons must present their BravesOne Card or FOL card when borrowing or renewing items in the Library. Items may be renewed online from the Library's website.
- All materials checked out on an individual's card are the responsibility of the card holder.

Borrowing periods:

- Library materials must be borrowed before the last 15 minutes of library operating hours.
- Library equipment must be borrowed before the last two hours of library operating hours.

Item	Circulating Period	UNCP Limits	FOL Limits
General Collection Books	21 days	n/a	5 per patron
Reserve Materials	Set by faculty	3 per patron	3 UNCP-owned items
Bestsellers	7 days	1 per patron	1 per patron
McNaughton Books	7 days	1 per patron	1 per patron
Audiobooks	3 weeks	2 per patron	2 per patron
DVDs/VHS/Music CDs	3 days	2 per patron	2 per patron
McNaughton Media	3 days	1 per patron	1 per patron
CD-ROMs	21 days	n/a	5 per patron
Reference Books	In library use only	n/a	n/a
Special Collection Materials	In library use only	n/a	n/a
Government Documents	In library use only	n/a	n/a
Periodicals	In library use only	n/a	n/a
Laptops and peripherals/DVD players	3 hours	1 of each item type	n/a
MP3 players	3 weeks	1 per patron	n/a

Fines and fees:

- Overdue fines for reserve materials are \$1.00 per loan period. Fines for overdue library equipment are \$10.00 per loan period.

- A \$5.00 fee is charged for a damaged book, if it can be repaired in-house; \$10.00 is charged if the book has to be rebound.
- The current or original price of an item is charged to replace a lost or severely damaged item. If a price is not available, then a replacement cost of \$50.00 is charged. A non-refundable \$15.00 processing fee is also charged for each item replaced. Fines will not be added to the replacement cost. A comparable replacement copy acceptable to the Library may be substituted for the lost item. If a replacement copy is accepted, the processing fee is still in effect.
- General Collection materials 28 days overdue, and media and bestsellers 12 days overdue, will be billed for replacement. Once billed, the processing fee is non-refundable. Further questions regarding fees and fines can be answered by the Circulation staff at 521.5616.

Services:

- Reference and library use instruction services are available upon request and as needed.
- Library users with disabilities are invited to call upon library staff for assistance in locating resources as needed. Equipment for the visually and hearing impaired is available.
- Study rooms for small groups are available on the second floor of the Library on a first-come, first-served basis. Individuals are asked to yield the study rooms to groups if all group study rooms are occupied by two or more persons. Abundant seating is available for independent study throughout the Library.
- Rooms 204 and 240G are multimedia rooms; Room 204 is available for use by certified persons only; additional information is available at the Reference or Circulation Desks (521.6656 or 521.6516).
- Photocopiers are located near the Circulation and Reference Desks, in the Periodicals area, and on the second floor in Room 222. Each copy is \$.08 per page with the BravesOne Card. The charge for printing from reference area computers is \$.08 with a guest or BravesOne Card. Guest cards and more information are available at the Circulation Desk.
- Fax service is available at the Circulation Desk. Prices vary according to location and whether the fax is sent or received.
- Microfilm reader/printers are located in the Periodicals and Government Documents areas. Copies are \$.08 per page with a guest or BravesOne Card.
- A typewriter is available in the Periodicals area. Users must supply their own paper.
- Document Delivery services are available to UNCP faculty, staff, and students.
- A computer lab operated by the Office of University Computing and Information Services is located on the second floor. Users must supply their own paper and means of data storage. Laptop computers with wireless capability are available to faculty, staff, and students for use in the Library.
- All library services are available to distance learners; questions can be directed to the contact information heading this fact sheet.

Selected Library Statistics, FY 07:

<u>344,465</u> volumes in the Library	<u>147,970</u> annual attendance
<u>46,532</u> monographs circulated	<u>447</u> average daily attendance
<u>26,158</u> number of electronic subscriptions	<u>300</u> reference answers per typical week

Miscellaneous information: Library users are requested not to bring food or drink, except in spill-proof containers, into the Library due to concerns for preservation of materials and furnishings, and to silence beepers and cell phones when entering the building so as to aid in noise level containment. Children under 12 must be accompanied by a responsible adult.