



& Continuing Tradition of Service

Subject: Library

College of Veterinary Medicine Policies and Procedures

Section: Student Policy & Procedures

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Library

General Guidelines for Library Usage

1. **Website** See the CVM Library website for details on policies, how-to's and updates:
<http://library.msstate.edu/cvm/index.asp>
2. **Contact Us** Call the CVM Library at (662) 325-1256 or email Derek Marshall, the CVM Librarian, at dmarshall@library.msstate.edu.
3. **Library Hours** Generally, the CVM Library is open 7 AM to 11 PM Monday through Thursday, 7 AM to 5 PM on Fridays, 10 AM to 6 PM on Saturdays, and 2 PM to 10 PM on Sundays. Holiday and intersession hours vary from the regular schedule and are posted in advance. Hours are posted on the CVM Library website and on the library doors.
4. **Expectations for Use** All library visitors are expected to comply with library guidelines on use. Cell phones and quiet conversation are welcome in the computer lab, but patrons should be considerate of others and keep the noise level to a minimum. Group study is welcome in all study rooms, but we do ask that you shut the door and remember to keep voices low. Those who use the library study areas are expected to silence devices, use headphones for audio, and step outside of the library for phone conversations. We ask that you enjoy your food before entering the CVM Library. Cups and bottles with lids are ok to use in the library.
5. **Reference Service** Have questions? Your CVM Library is here to help! We can guide you through the databases and library catalog to find exactly what you need. Here are just some of the things we can help you with: finding inaccurate or incomplete references, tracking down obscure book or journal titles, searching databases, finding full-text electronic journal articles, or creating a research plan. Stop by the CVM Library Information Desk and ask your question, or contact Derek Marshall, the CVM Librarian, at 662-325-1114 or dmarshall@library.msstate.edu.
6. **InterLibrary Loan (ILL)** MSU Libraries works with other libraries around the world to borrow the resources you need for your research. If the item you want isn't at any MSU Library, you may InterLibrary Loan it and have it delivered to the CVM Library for pickup. Go to <https://illiad.library.msstate.edu/illiad/> for more information and to use the InterLibrary Loan online form to request a book or article.
7. **Library Materials** Print and online books are findable in the online catalog at <http://catalog.library.msstate.edu>; online books are designated by "[electronic resource]". Reference books have REF above the call number and are located in the first section of book shelving. Journal articles are primarily located online and are findable by searching in one of our many Veterinary databases: <http://library.msstate.edu/DatabasePortal/subject.asp?id=24>. Print journals are shelved alphabetically by title; new issues are located on the first row for your browsing convenience.
8. **Circulation of Materials** Circulating books are checked out to graduate students (including DVM students) for a period of 56 days and to undergraduate students (including VMT students) for 28 days. Bound journal volumes may be checked out by graduate students, faculty and staff for 24 hours.
9. **Overdue Books** For circulating books, a grace period of 28 days after the due date is allowed during which patrons may turn in books without penalty. Overdue fines are \$10.00 per item. Overdue fines of \$1.00 per item per day (or any part thereof) are charged for journals, reference books, and non-book materials. Students who

hold items which are more than four (4) months overdue will be charged for the price of a new copy of the item, plus a processing fee of \$10.

10. **Reserve Materials** Reserve items are located behind the CVM Library Information Desk--just ask for help locating the item you're looking for. Open Reserve items--including all DVM and VMT textbooks and the *Veterinary Clinics of North America* series--can be borrowed and taken from the library for two hours. Closed Reserve items are books, videos, etc. which have been placed on Reserve in the library by a professor for students to access. Closed Reserve items may be checked out and used in the library for 2 hours. An overdue fine of \$5.00 per item per hour (or any part thereof) is charged for overdue reserve material.
11. **Payment of Fines** The CVM Library accepts cash, checks and MoneyMate for overdue fines, lost books, or other charges. If you wish to pay with Visa, MasterCard, American Express, or Discover, you may pay in person at Mitchell Memorial Library.
12. **Equipment** The CVM Library has two study rooms equipped with 42" LCD monitors as well as TV/DVD/VCR systems available to view media. The CVM Library classroom has a ceiling projector for presentations. Most study rooms and the classroom are equipped with white board(s). Ask at the CVM Library Information Desk to borrow headphones, powerstrips, ethernet cords, and white board markers and erasers. The CVM Library provides access to automatic staplers, 3-hole punches, and a paper cutter. There is a black-and-white copy machine capable of making two-sided copies available for patron use. You can charge copies to your account or to MoneyMate. Copies cost \$0.05 per page for black and white.
13. **Group Study Rooms** The CVM Library has 5 study rooms for your use to work on a group project or just need a quiet place to study. The study rooms are available for reservations for any formal or informal group of students, faculty or staff. For more information, or to make reservations, contact Donna Bishop at 662-325-1260 or dbishop@library.msstate.edu or the CVM Library Information Desk at 662-325-1256. The larger CVM Library Classroom (up to 20 people) is reserved through the Office of Academic Affairs--call Susan Heath at 662-325-1078 for more information or to make reservations.
14. **Computers & Printers** The CVM Library offers 16 PCs in our computer lab. These computers are available for conducting research, using office applications, searching library resources and printing. We also offer fast, convenient black-and-white and color printing. Printing costs \$0.05/\$0.20 (B&W/color) per page and is automatically charged to your Banner account.
15. **Using Your Own Computer** The CVM Library welcomes you to use your own computer. You'll find many comfortable chairs and private study carrels with nearby electrical outlets and access to the CVM Library's free wi-fi. We also have several ethernet hookups, if you need a more reliable connection. You can use MSU's iPrint service to print from your laptop--just choose any of the Wise Center printers to print directly to the CVM Library computer lab printers. See <http://www.its.msstate.edu/> for more information on iPrint.
16. **Externship Database** The CVM Library houses the Externship Database, a tool for DVM students to use to research externship experiences. The database is on a single, dedicated computer, located in the study carrel at the entrance to the computer lab. Instructions on how to use the Externship Database are located on the computer desktop.
17. **Disability Services** For more information on MSU Libraries services to disabled patrons, see our Information Portal for Users with Disabilities: <http://bit.ly/KNywaN>. Please ask at the CVM Library Information Desk if you need assistance within the CVM Library.

CVM Library Policies

1. Smoking, eating, drinking, and smokeless tobacco are not permitted in the library.
2. The library is considered to be a classroom situation with dress and conduct reflecting this environment.
3. While an area is provided for relaxed study, the library should not be treated as a lounge. Group discussions may be held outside the facility or in the group study rooms.
4. The CVM Library is not responsible for items left in the library.
5. All users must keep noise at a minimum to prevent distractions of others. Courtesy, good taste and professional conduct should govern the use of the library at all times.
6. The library staff is responsible for administering the library policies and guidelines. The librarian has the authority to determine individual usage or suspend library privileges.
7. It is now required that patrons checking out materials have their MSU identification cards in hand.

Approved: Kent H. Hoblet 9-25-2017
Kent Hoblet, Dean Date
College of Veterinary Medicine