

## Homework Questions – Circulation

Go to the Library Homepage

Under Using the Libraries → Borrowing – Familiarize yourself with the borrowing policies.

Please answer the following questions:

1. What is the loan period for Undergrads, for Grads, for Faculty, for staff at Mills and for staff at Health Sciences Library?

***Undergrad – 2 weeks***

***Graduate – 4 weeks***

***Faculty/Staff – 3 months***

***Staff at Health Sciences Library – 2 weeks***

2. How many renewals do external borrowers get?

***2 renewals***

3. How many books can each of the borrower type borrow?

***Undergraduate – no limit***

***Graduate – no limit***

***Faculty/Staff – no limit***

***Reciprocal – no limit***

***External – 20***

***IAHS (Institute of Applied Health Sciences) - 5***

4. How long do laptops go out for?

***4 Hours***

## Homework Questions – Reserve

5. There are 2 ways to look up a Reserve. Write down both ways to find the course Art History 3AA3ESS taught by Professor Patterson.

***By course – type course name & select “in Course Name”***

***By instructor – type instructor’s name & select “in Instructor’s Name”***

6. List 5 different types of items that can be found on Reserve.

<i>Professor's copies</i>	<i>articles</i>	<i>laptops</i>	<i>DVDs/videos</i>
<i>CDs</i>	<i>calculators</i>	<i>microfilm</i>	<i>custom courseware</i>
<i>eArticles</i>	<i>government publications</i>	<i>dry erase board markers/erasers</i>	
<i>projectors</i>			

7. How much are the fines for a 2 Hour Reserve, 24 Hour Reserve, 4 Hour Laptop, and 7 Day Reserve?

*2 Hour - \$2.00 per hour or part of an hour*

*24 Hour - \$2.00 per hour or part of an hour*

*4 Hour Laptop - \$20.00 per hour or part of an hour*

*7 Day - \$2.00 per day*

8. I want to edit the time of a laptop. How can I do this?

*Highlight item*

*"Edit Item"*

*Change the time & AM/PM (if applicable)*

*Save, Close*

### **Homework Questions – Self Check Out & Systems**

9. How do we report any Self Check Out equipment problems?

*The computer will automatically report any issues to Roger via email indicating the problem. Roger can reboot the self check out remotely.*

10. It is 3:00 p.m. on a Saturday. You are receiving calls from Thode & Innis Library that Horizon is not responding & the Library home page is unavailable. What steps do you take next?

*For After Hours:*

*Contact the Library IT staff in the following order:*

*-Wiktor Rzeczkowski (home number)*

*-John Fink (cell phone)*

*They will then contact Roger, Derek, or Debbie if necessary.*

*Fill in a problem report (if you are able to at the time).*

