

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).

