

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?
2. How many renewals do external borrowers get?
3. How many books can each of the borrower type borrow?
4. How long do laptops go out for?

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

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

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

Homework Questions – Self Check Out & Systems

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

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?