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.

   - Professor’s copies
   - Articles
   - Laptops
   - DVDs/videos
   - CDs
   - Calculators
   - Microfilm
   - Custom courseware
   - EArticles
   - Government publications
   - Dry erase board markers/erasers
   - Projectors

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).