

PURPOSE: TO DESCRIBE THE FUNCTION AND GENERAL OPERATIONAL GUIDELINES OF THE TRUSTEE LIBRARY.

A. FACULTY AND STAFF

The Library faculty consists of the Dean of Library Services, Head of Research & Instructional Services, Head of Technical Services & Systems, Collection Development Librarian, and Cataloging & Special Collections Librarian. All librarians assist students, faculty, and staff with research when needed. In addition, support staff and student workers assist the librarians in providing library services. If you would like to arrange a tour of the Library or a presentation for your class, please contact the Head of Research & Instructional Services.

B. REQUESTS FOR MATERIALS

For information regarding requests to purchase Library materials, either print or online, please contact the Collection Development Librarian.

C. LIBRARY HOURS

The Brenau Trustee Library is open year round, closing only for Brenau holidays. When university classes are in session, Library hours are Monday – Thursday 7:45 a.m. until 10:00 p.m., Friday 7:45 a.m. – 6:30 p.m., Saturday 10:00 a.m. – 6:30 p.m., and Sunday 1:00 p.m. – 10:00 p.m. Evening hours are extended during final exams. During breaks and between sessions, the Library operates under regular business hours of 8:30 a.m. until 5:00 p.m., Monday through Friday. Summer hours will vary slightly from the times above. Library hours are posted in the Library and on the web site at <http://library.brenau.edu>.

D. CIRCULATION PRIVILEGES

Faculty and staff may check out circulating items for a period of four weeks, with one renewal. Only faculty and staff are extended the privilege of checking out audiovisual materials for use outside the library. Faculty may check out reference books and periodicals overnight.

E. RESERVE MATERIALS

Course reserves may include books, articles, and A/V material. These items are available at the Library desk for short loan periods so that all students have equal access to these important, supplementary class materials. To place an item on reserve, faculty members should complete a Reserve Request Form at least 24 hours in advance. The form is located on the Library website at <https://secure.brenau.edu/resources/forms/reserve.htm>. Please be advised that the Library's copyright policy is applied to all reserve materials.

F. INFORMATION DELIVERY

Research materials not available through the Trustee Library may be obtained from other libraries through Information Delivery. The Library does not charge for this service. However, on occasion, the Library will pass on charges from other libraries to patrons. Requests are normally received within two weeks. Request forms are located in the library and on the Library website.

Information Delivery includes customized services for distance students. Articles from other libraries and articles in the Trustee Library's print collection are emailed directly to students.

Books from other libraries and from the Trustee Library's print collection are delivered via courier to distance campuses or mailed directly to the student's home via USPS. In addition, distance students enjoy longer checkout periods and flexible renewals for Trustee Library owned materials.

G. SPECIAL FACILITIES

The Library houses a number of special facilities, such as the University Archives, the Library Special Collections area (The Fred D. Bentley Rare Book Gallery, the Thomas E. Watson Collection, and the Special Collections Room), the Writing Center, the Math & Science SPA, the Language Bistro and the Redwine Technology Center.

H. SCHEDULED ROOMS

The Library has two classrooms that accommodate up to 18 people. Contact one of the Research & Instructional Services Assistants to schedule a library classroom. To reserve the Thurmond McRae Lecture Hall or any computer lab in the Redwine Technology Center, contact IT at helpdesk@brenau.edu or 770-538-4774.

I. RESOURCES

The Library web site, <http://library.brenau.edu>, provides comprehensive information for students and faculty about Library services and resources. This includes access to the Library's catalog of print and electronic materials, access to research databases, contact information, extensive help with research, and a full description of Library services.

Catalog The Library catalog is a comprehensive record of the books, serials, media, and other holdings of the Library. It is accessible at <http://library.brenau.edu>.

GALILEO GeorgiA Library LEarning Online is an online library providing access to thousands of resources, including full-text peer-reviewed journal articles, books, government documents, newspapers, dictionaries, encyclopedias, and more. GALILEO is accessible to students and faculty through password authentication.

LibGuides LibGuides are individually designed subject guides compiled by Brenau librarians. The guides contain articles, books, web sites, and research support selected for specific courses and disciplines. To request a LibGuide for your course or subject area, contact the Head of Research & Instructional Services. Browse current LibGuides at <http://libguides.brenau.edu>.

For a review of Library services available to faculty, please consult our page at <http://www.brenau.edu/btl/Faculty.htm>.