

# ROSEMONT COLLEGE

Gertrude Kistler Memorial Library & Learning Commons

---

## **Access Policies**

Revised September 2022

### LIBRARY CATALOG

Patrons may search for most Library materials through the Library's online catalog on the WorldCat Discovery platform (<https://rosemontcollege.on.worldcat.org/discovery>). Patrons should login here with their Rosemont ID# as their username to access personal account actions, such as requesting renewals, managing current checkouts, reviewing fines, and saving searches and custom lists. Non-Rosemont ID-holders should contact [library@rosemont.edu](mailto:library@rosemont.edu) for login information or to register for access. Review our Research Guides (<https://researchguides.rosemont.edu/>) for additional guidance on searching the Library Catalog.

### LENDING

Borrowing of Library materials is open to all members of the Rosemont College community (students, faculty, staff); Friends of the Library; students, faculty, and staff of partner institutions (SEPCHE, TCLC); and select visitors with special permission of the Executive Director of the Library and Learning Commons. Members of the Rosemont community must present their Rosemont ID when checking out Library materials. Friends of the Library should present their borrowing card. TCLC and SEPCHE patrons should show their institutional IDs; Library staff will register such patrons in our system upon their first visit. All user notifications (holds, renewals, overdues, fees, etc.) are delivered via email to the address on file.

Individual library collections have varying circulating lengths, with certain special collections not circulating at all. A schedule of circulation policies can be found below. The Library reserves the right to modify these schedules at its discretion; to recall specific items needed for special purposes; and to set a cap on active lending at the end of each semester or academic year.

#### Non-Circulating Special Collections

- Rare Books
- Paul Ingersoll Publishers' Bindings
- Yvonne Chism-Peace '66 Women's Poetry Collection
- Iwilla Literary Small Press Collection
- Rosemont College Archives
- SHCJ Archives
- Cherry First Editions Collection
- Fago Homer Collection
- Theses & Capstones
- Periodicals
- Cuala Press Collection

## Circulating Collections

<b>Collection Name</b>	<b>User Type</b>	<b>How many items at once?</b>	<b>For how long?</b>
Circulating Stacks	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	Unlimited	28 days
Audiovisual	Student	5	7 days
	Faculty/Staff	5	7 days
	Friends	5	7 days
	Visitor	5	7 days
Reserves	Student	Unlimited	4 hours
	Faculty/Staff	Unlimited	4 hours
	Friends	Unlimited	4 hours
	Visitor	Unlimited	4 hours
Francenia Emery African American Collection	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	0	n/a
Alumni Collection	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	0	n/a
CTL Collection	Student	Unlimited	14 days
	Faculty/Staff	Unlimited	28 days
	Friends	Unlimited	14 days
	Visitor	0	n/a
Children's	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	Unlimited	28 days
Display	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	Unlimited	28 days
ELSR Collection	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	Unlimited	28 days
Faculty Collection	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	0	n/a
Kistler Collection	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	0	n/a
Oversize	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	Unlimited	28 days
Popular	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year

	Friends	Unlimited	28 days
	Visitor	Unlimited	28 days
Rosemont Collection	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	0	n/a
Special Topic Reading Collections	Student	Unlimited	28 days
	Faculty/Staff	Unlimited	Academic Year
	Friends	Unlimited	28 days
	Visitor	Unlimited	28 days

## FEES

There are no fees associated with overdue materials or materials returned late. For long overdue items which are assumed lost (42 days overdue for most items, 5 days overdue for Reserves), the Library charges a flat replacement fee per item. This amount is specific to the item type and may be adjusted based on the actual market value of the item lost. A table of base values can be found below. If a patron returns the long overdue item, the bill will be removed from their account. If a bill is not paid by the end of the academic year, the bill will be turned over to Student Accounts. Students risk having registration/transcript holds placed on their accounts for unpaid bills.

Material Format	Base Replacement Cost
Book	50
DVD video	50
Musical CD	25
Audiobook	50
Periodical	75
Object	100
Thesis/Dissertations	30
Sound Recording	30

## HOLDS

Patrons may place an unlimited number of holds to request items through WorldCat Discovery. Hold requests will be deactivated after 42 days if the Library is unable to fulfill the hold. Patrons will be notified via email when their hold is ready for pickup. Once the hold is ready, patrons have 7 days to retrieve their hold from the Information Desk. Faculty may request that holds be delivered to their office instead of the Information Desk.

## INTERLIBRARY LOAN

Books and journal articles not available through Kistler Library can be obtained via Interlibrary Loan (ILL) through partner institutions regionally and nationwide. Requests can be made directly through the WorldCat Discovery catalog interface or by filling out our online ILL request form.

ILL books should be returned to the Information Desk by the due date listed on the book slip. Loan periods for ILL materials are determined by our lending partners. Renewals should be requested at least three days prior to the due date to allow staff time to process requests. Patrons may keep printed or electronic articles obtained through ILL.

## COURSE RESERVES

Faculty may request the creation of Course Reserves lists on WorldCat Discovery and place physical materials on hold at the Information Desk. Faculty are instructed to follow the Course Reserves procedures listed on the Faculty Resources guide (<https://researchguides.rosemont.edu/faculty>). Patrons may check out materials on reserve at the Information Desk according to the circulation schedule listed above.

## COMPUTING & WIFI

Library computers are provided for research and academic work. Students doing research take precedence over those accessing email, browsing the web, watching videos, etc. In addition to the desktop workstations set up throughout the Library, a limited number of loaner laptops are available on reserve to check out at the Information Desk and in Classroom B17. These follow the same circulation policy as other Reserves.

Please be aware that Library computers are routinely cleared of excess documents. Save your files to an external drive or cloud storage (like OneDrive) to avoid losing your work.

WiFi is provided throughout the Library. The network ID and password can be obtained at the Information Desk. Users of the campus WiFi network and Library computers are expected to abide by the College's IT acceptable use policies. For technical support and troubleshooting, email [helpdesk@rosemont.edu](mailto:helpdesk@rosemont.edu).

## PRINTING & SCANNING

Two printers/scanners are available for general use: one in the Information Commons and the other in the B01 Lounge area. There is no additional fee for printing or scanning at the point of service. Speak with a Library staff member to request copies or receive help formatting print jobs. Patrons are also directed to review the Library's Reproductions and Permissions Policy to ensure proper copyright compliance when reproducing Library materials.

To use the printers, patrons should send their document as attachments via email from their rosemont.edu email address to [print@rosemont.edu](mailto:print@rosemont.edu). Login to the printer with a valid Rosemont ID #, and the documents sent via the associated email address will be available to print. Full instructions for printing are posted by each printer/scanner.

An overhead document scanner is located in the Rosemont College Archives - Cloister Study Room 1 (Room 205J) and is likewise available for public use. This scanner is better suited for scanning books and large or fragile materials. Instructions for use are posted by the scanner.

## ELEANOR'S CAFÉ

The café features self-serve coffee (\$1/cup regular, \$1.75/cup specialty), filtered water, a vending machine, microwave, and various snacks and food items. A change machine is provided.

## SPACE RESERVATIONS

The Library contains many varied and attractive spaces useful for events, classes, and meetings. Current members of the College community may reserve spaces by emailing [library@rosemont.edu](mailto:library@rosemont.edu) with your request. Please include the name of your event, the number of expected attendees, and any relevant technology or facilities needs. Rentals for public events should be directed to the College's facilities rentals office (<https://www.rosemont.edu/about/events/facilities-rental/>), which maintains information on rental fees and policies.

The following spaces are available to be reserved. This list is subject to change.

<b>Name</b>	<b>Room</b>	<b>Capacity</b>	<b>Additional features</b>
Anne Hargadon Trotter Seminar Room	B07	11	Whiteboard; laptop with projector
Archives Teaching Area	203	30	Whiteboard
B Level Lounge	B01	30	4 desktop computer workstations; whiteboards; printer/scanner
B Level Study Room	B05	4	Whiteboard
Cloister Study Room 1	205J	2	Laptop with overhead scanner setup
Cloister Study Room 2	205K	2	Desktop computer workstation
Cloister Study Room 3	205L	4	
ELSR Study Room	204	5	
Front Reading Room	100	60	Projector setup available
Information Commons - Main Area	103	60	Projector setup available
Information Commons - Study Room 1	103B	4	Audiovisual collection; TV with DVD player
Information Commons - Study Room 2	103C	4	TV with DVD player; whiteboard
Snyder Fugger Instructional Training Center	B17	20	Smartboard; whiteboard; front-facing camera for video conferencing
Upper Reading Room	202	25	Projector setup available