

THE  
*James M. Boyce*  
CENTENNIAL LIBRARY

### **Library Research Offices**

Research offices on the second and third floors are assigned to local, advanced degree students. Assignment of third floor offices are made upon approval of the Prospectus. Offices are assigned primarily for convenient use of library materials, especially materials that cannot be taken out of the building. Any personal books, papers, or other property left in these offices are not the responsibility of the library.

### **Office Renewal**

Students will receive occasional notices inquiring if they wish to renew their office. Failure to respond and request renewal will result in the loss and reassignment of their office. If necessary, a charge for key replacement will be added to their student account.

### **Recalls**

Because of the extended loan period offered to advanced degree students, other students or faculty members can recall items charged to advanced degree students. When a book is recalled, an email notice will be sent notifying the student of the book's new due date (approximately one week from notification). The recalled book must be returned by the new due date or fines begin accumulating at a rate of \$5 per day.

Students are responsible to maintain updated information in the library system. Students should stop by the main circulation desk when their contact information changes. Failure to do so can result in the accrual of fines mentioned above. In the event that a student is not in a place to receive a recall notice, that student is responsible to make the necessary arrangements to see that someone else receives the notices and that the book is promptly returned when requested. When a book is recalled from an advanced degree student, that student may place a request on the book.

### **Office Rules**

1. The library staff periodically searches offices for library items that are not checked out. Items left in an office and not checked out to the student will be removed and may result in a block on the student's account. Students should not leave non-circulating items unattended in their office for longer than one hour.
2. Noise should be kept to a minimum. When using a cell phone, extended conversations should be relocated to the foyer or lounge. Group conversations should be moved to a study room or to the lounge.
3. Personal furniture must be approved by library staff.
4. For the sake of pest control, eating is restricted to the student lounge on the main floor. There is a small kitchenette on the third floor with access to a refrigerator and a microwave. Students are responsible for cleaning up after themselves.
5. During the semester, the library closes for chapel on Tuesdays and Thursdays from 9:45 to 11:00am. Everyone is required to leave the library during this time.
6. No one, under any circumstances, should stay in the building after closing. Anyone found violating the rule will be subject to complete loss of library privileges and referral to seminary disciplinary procedures.
7. Windows should be left closed when students leave the library.
8. Computers and other electronic devices plugged into an outlet should be shut down before students leave the library.
9. Space heaters and coffee pots are prohibited for safety purposes.

### **Book Renewal**

Because of the nature of their degree programs, materials charged to advanced degree students are loaned for the length of the current semester. The two due dates for advanced degree students are January 31<sup>st</sup> and August 31<sup>st</sup>. Any books due in January must be brought to the circulation desk to be renewed (no phone or internet renewals). Any books due in August may be renewed using the internet (up to the day before they are due), over the phone, or in person.

### **Shelf Privilege**

Some items in the library such as dissertations and restricted books are available for shelf privilege use only and cannot be taken out of the library. When shelf privilege books are charged to a student, the book will have a tag inserted in the front indicating that it is for shelf privilege only. This tag must remain in the book and be visible at all times. Reference books, other non-circulating items (like journals), and books not checked out are not to be kept in an office in the student's absence under any circumstances.

### **Key Policy**

Offices are to be used only by assigned individuals. Keys are not to be shared with any other student. Students must vacate their office before graduation and return the key to the circulation desk. Failure to return a key, even if it is lost, will result in a replacement charge. The replacement charge is doubled for offices with two doors.