2018–2019
Kelly Library

A guide to Kelly Library resources and policies for faculty

library.ehc.edu

EMORY & HENRY COLLEGE
We, the staff of Kelly Library, would like to welcome new faculty to our department.

Our mission is to serve the research and instructional needs of faculty and students by providing information access, providing instruction in the discovery, use, creation, and management of information, and to facilitate independent study and collaborative learning.

This brief booklet describes the facilities and services available here. Please do not hesitate to speak with a staff member if you need assistance or have questions about the library's services and policies. We are never too busy to assist the Emory & Henry community.
Library and Kelly Computer Lab Hours*

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 a.m. – midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. – 5 p.m.</td>
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<tr>
<td>Saturday</td>
<td>10 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2 p.m. – midnight</td>
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McGlothlin-Street 231 Lab
Open 24 hours/7 days a week, available as a work / study place, except when classes are in session.
Library and lab facilities are monitored by 24-hour video surveillance.

*Exceptions or changes to this schedule, such as exams and college breaks, will be posted in the library, the library’s web page, and social media.

Library FACILITIES, MATERIALS, AND SERVICES

Audiovisual Equipment, Compact Discs, and DVDs
The Library has thousands of CDs and DVDs. Borrowers may check out five DVDs or CDs on each ID card (which also serves as your library card) at one time for seven days. Equipment is available in-library for viewing or listening. For classroom audiovisual setups, call the IT Help Desk at ext. 6881, or email HelpDesk@ehc.edu.

Collaboration Area
A collaboration area for working with students or faculty is available on the main floor of the library. A game table for chess, checkers, etc. is located there too.

Fax Machine
The Library has a fax machine, (276) 944-4592. There is no charge for faculty or staff to send and receive faxes. When you are expecting a fax, please ask the sender to include a cover sheet with your name phone number on it. Ask staff at the Circulation Desk for this service.

Government Documents
Kelly Library is one of approximately 1,300 government document depositories in the United States. The Government Documents department is located on the ground floor of the Library, and contains many valuable primary sources such as Public Papers of the President, Congressional hearings, and census materials. This collection is arranged by the U.S. Government’s classification system called the Superintendent of Documents system (SUDOCS). Many of these items can be found by using the online catalog.

HAL Online Catalog
Holston Associated Libraries (HAL) is a shared online catalog with four member libraries: Emory & Henry College, King University (Bristol, TN), Tazewell County (VA) Public Library, and Washington County (VA) Public Library. The catalog contains records for over 1,000,000 books, CDs, DVDs and other media, maps, e-books, and websites, of which over 300,000 are located in Kelly Library.

Kelly Library has reciprocal borrowing privileges with the other HAL members, as well as a courier service that will deliver items from them to Kelly Library.

Interlibrary Loan (ILL)
Although Kelly Library contains thousands of print and online resources, it is not possible for one library to own every book or periodical you may need for your research. Through interlibrary loan, staff members will borrow the needed item from other libraries. There is no charge for this service for the first fifty requests per year. The interlibrary loan link on the Kelly Library homepage connects to ILLiad, our web-based ordering system. As a first-time user, you will need to set up an account; if you are not sure how to complete the form, please ask a librarian for assistance. Generally, books take three to seven days to arrive; article copies, take one to three. If you have questions about this service, please contact the Circulation Desk at ext. 6208 or click the Interlibrary Loan link on the library home page.
Library staff members are required to comply with copyright law, and cannot accept requests that infringe upon it.

**Juvenile Collection**  
The Library maintains a teaching collection of children’s literature located on the second floor.

**Library/Information Literacy Instruction/Information Mastery**  
The public services librarians are pleased to supply library instruction for your students. They can provide classes tailored for your students’ research projects, tours, and library guides, as well as individual research consultations. For more details, please refer to the **Library Instruction** link under the **Services** heading on the library home page or call ext. 6209 for more details.

**McGowan Lab**  
This facility on the ground floor is outfitted with 20 computers, network connections and projection equipment. Faculty may schedule this computer lab in advance through the IT Help Desk. It is available on a first-come, first-served basis. Generally, this lab is available only by faculty request.

**Maps**  
A circulating collection of maps is available which includes state, national, and international maps, as well as U.S. Geological Survey topographic maps of Kentucky, North Carolina, Tennessee, Virginia, and West Virginia. This collection is located in map cabinets and vertical files in the Government Documents area on the ground floor.

**New Books**  
To browse new acquisitions, check the **New Books** shelves at the rear of the collaboration area, or click on the **New Titles** link on the Library homepage.

**Newspapers/Periodicals/Denham Poetry Collection**  
Kelly Library subscribes to several local, regional, and national newspapers. Current issues are displayed in the **Current Periodicals/Newspapers/Denham Poetry Collection** area on the main floor. You may ask for back issues at the Circulation Desk. Online newspaper resources include the full-text **Lexis-Nexis Academic, America’s Newspapers, Newspaper Source Plus**, and **Factiva** services. You may access these through the **Newspaper Articles** link or the **Journal Articles, and Databases** link under **Books, Articles and More** on the Library’s homepage. In addition, many newspapers have their own Internet sites where you can read the daily paper and conduct searches of back issues. Kelly Library also has a New York Times educational account; after you’ve registered, you can read the New York Times anywhere on any portable device. If you have questions about setting up your account, please speak with the Electronic Resources Librarian at ext. 6209.

New print periodical issues are shelved in the **Current Periodicals / Newspapers / Denham Poetry Collection** area on the main floor. The vast majority of the Library’s journal collection is accessed through online databases. Emory & Henry faculty and students have access to more than 84,000 titles through Kelly Library’s subscriptions to dozens of full-text and partially full-text periodicals databases, such as **Academic Search Complete**, **JSTOR**, and **Project Muse**. For the complete list, go to the **Journal Articles and Databases** link under the **Books, Articles, and More** heading. Back issues in print are located in the stacks on the main floor; back issues on microfiche can be found on the ground floor.

The Denham Poetry Collection, a gift of over 2,000 poetry books donated by a former English faculty member, is also located here.
Printers, Photocopiers, Lamination, and Office Supplies
A self-service copier / printer / scanner is available on the main floor of Kelly Library. If you
would like to make class or research-related copies, ask a Circulation Desk staff member
for the guest copy card. Faculty and staff members will need to fill out a departmental
charge form, available at the Circulation Desk, after making copies. Account numbers can be
obtained from department heads. Printers for microfilm and microfiche; you should put these
copies on charge forms too.

For personal use, black and white copies are eight cents per page and color copies are
sixteen cents per page.

Miscellaneous office supplies such as tape, paper clips, scissors, rubber bands, hole
punchers and staplers are available at the Circulation Desk.

Lamination is fifty cents per foot; inquire at the Circulation Desk for more detail.

Public Computers
Public computers are available on the main and ground floors of Kelly Library, and may be
used by students, faculty, staff, and community patrons. Computers on the main floor are
used primarily for academic research; MS Office Professional and specialized computer
software applications are available in the Kelly Lab on the ground floor and several computer
labs on campus. Community users are limited to 30 minutes per day and must relinquish
the computer when an E&H student or faculty / staff member is waiting.

Reference Materials
Kelly Library has an extensive collection of print and online reference resources. Some
databases you might find useful are ARTstor, Credo Reference, Oxford Reference Online,
Salem Online Reference Books, and many more. On the Library’s main page, you will find a
link to many reference databases by clicking on Journal Articles and Databases under the
Books, Articles, and More link.

Reference Service
If you have questions about using the online catalog or electronic databases, finding
materials to answer your information needs, using the email program, or using the Library’s
equipment, please do not hesitate to ask a Library staff member for assistance.

Generally a professional librarian is on duty 8 a.m. to 7 p.m. Monday through Thursday
and 8 a.m. to 5 p.m. Friday. Reference assistance can be requested by visiting the
library in person, emailing askalibrarian@ehc.edu, calling ext. 6208, or scheduling an
appointment. Please ask us questions - we're here to help you.

Remote Access
All Library databases are accessible remotely with an active network account. The directions
are available on the Library web page under the Off-Campus Connection link under
Research. For problems accessing online library resources remotely, please contact the
Electronic Resources Librarian (ext. 6213).

Reserve Materials
For all students in a course to have access to a physical item in the Library’s collections, or
to an instructor’s personal copy, use the Library’s reserve materials service. Bring the items
to the Circulation Desk and fill out a reserve materials form. Circulation Desk staff members
require that these items be submitted at least three days before they will be used. Staff
members cannot process requests that violate Fair Use guidelines of U.S. copyright law. For
more detailed information about placing materials on reserve, please click on the Policies
link under About on the library home page or speak with one of the librarians or circulation
staff. For assistance placing materials on the LMS, Moodle, contact the Instructional
Technologist (vlewis@ehc.edu or ext. 6809).
Reserving Rooms in the Library
In addition to open collaboration areas, there are three rooms in Kelly Library that may be reserved for meeting space: the McGowan Lab, the Emory & Henry Room, and the Hunt Room. Contact the Circulation Desk (ext. 6208) for Emory & Henry Room or Hunt Room reservations; contact the IT Help Desk (helpdesk@ehc.edu, ext. 6881) if you would like to reserve the McGowan Lab.

Library POLICIES

Cell Phones
Cell phone use is prohibited in the Library. Please turn off your cell phone, or set it to vibrate prior to entering the Library.

Checking Out and Returning Materials
Just bring the item to the Circulation Desk with a faculty/staff barcoded ID card. The staff member will scan the barcode on your ID, the barcode on the book, and desensitize it to allow it to pass through the security gate. If you do not possess a faculty/staff ID, contact the Campus Security Office at ext. 6222.

Return items to one of the two book drops at the Circulation Desk or in the outside book drop on the left side of the Library entrance (as you face the building). Please do not return audiovisual materials through the outside book drop.

Collection Development
Kelly Library collects materials in a variety of formats to support and enhance Emory & Henry College’s undergraduate liberal arts curriculum and graduate programs. Librarians and faculty members are jointly responsible for the selection of materials to maintain this goal. For information concerning the Library’s materials selection criteria, please refer to the Policies link under About on the library home page.

Since Kelly Library is primarily an undergraduate library and nearly out of shelf space, and because old, inaccurate information is worse than none at all, the collection must be weeded on a continuous basis. The librarians welcome input from faculty members in their areas of expertise. For more background on weeding, refer to the Weeding Policy under the Policies link on the library home page.

Copyright
Kelly Library must abide by the copyright law as it is set forth in Title 17 of the U.S. Code, although there are Fair Use and library exceptions to reproduction, distribution and performance restrictions. These exceptions are discussed in more detail on the Copyright and Fair Use Guidelines web page under the Policies link. For that reason, the library staff cannot allow reserve materials or interlibrary loan requests to be processed that, in their professional judgment, violate Fair Use guidelines. The librarians will be happy to assist you in locating permissions to use copyright materials that fall outside of Fair Use provisions, or you can contact the Library Director at ext. 6208 or the Assistant Director at ext. 6209.

Drink and Tobacco Products
Drinks in closed containers or sports bottles are allowed, except in the computer areas.

All buildings on the Emory & Henry campus are tobacco-free. E-cigarettes are not allowed in Kelly Library.

Honors Theses
If you are supervising a student who is participating in an honors project, please advise the student to follow the standards outlined in the Honors Theses Guidelines under the Policies link, or to contact the Administrative / Circulation Assistant at ext. 6208.
Loan Periods for Faculty

<table>
<thead>
<tr>
<th>Duration</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 semester</td>
<td>Books, government documents, pamphlets, audiobooks, and maps</td>
</tr>
<tr>
<td>7 days</td>
<td>Compact discs and DVDs</td>
</tr>
<tr>
<td>1 day</td>
<td>Overnight reserves</td>
</tr>
<tr>
<td></td>
<td>Non-circulating materials</td>
</tr>
<tr>
<td></td>
<td>Reference books, periodicals, rare or fragile books, permanent reserves, and Library-use only reserves. Depending on the condition of the materials, non-circulating items may be checked out to faculty members with a librarian’s permission.</td>
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</tbody>
</table>

Overdue Materials
Kelly Library does not charge fines. The premise under which the Library operates is that academic library users are responsible and considerate of the needs of others. Having library materials returned is more important than a prohibitive fine procedure.

Virginia law (Code of Virginia 42. 1-74) states that it is a misdemeanor if library materials are kept 30 days after an overdue notice is received and if the library is not reimbursed. As a courtesy, the staff will send one reminder for Library materials that are due shortly, and two overdue reminders for those items which have not been returned. The replacement fees charged for unreturned materials are listed below. The staff would much rather have the materials returned than charge replacement fees! If the library materials are no longer in your possession, please contact the Circulation Supervisor (ext.6101 or 6208) to discuss the matter.

Replacement Charges
A non-refundable $25 processing fee will be added to all charges. The following represent minimum charges. Items costing more than $50 will be charged at actual replacement cost.

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
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<tbody>
<tr>
<td>Books</td>
<td>$50</td>
</tr>
<tr>
<td>Videos</td>
<td>$50</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>$50</td>
</tr>
<tr>
<td>Compact discs and DVDs</td>
<td>$50</td>
</tr>
<tr>
<td>Other materials</td>
<td>Cost of materials</td>
</tr>
</tbody>
</table>

Noise
Kelly Library is a quiet place for reading and study, and users are expected to be considerate of others’ right to concentrate in a quiet atmosphere. The top floor is the quietest area for study; because of library, office, and computer lab activity on the main and ground floors, there will be higher noise levels in those areas.

Cell Phones
Cell phone use is prohibited in the Library. Please turn off your cell phone, or set it to vibrate prior to entering the Library.

Drink and Tobacco Products
Drinks in closed containers or sports bottles are allowed, except in the computer areas. All buildings on the Emory & Henry campus are tobacco-free. E-cigarettes are not allowed in Kelly Library.

Closing Signal
The Library staff will sound three buzzes and blink the lights as a signal that the Library is closing in 15 minutes. It’s time for you to gather your materials and check out any items you may need. The front doors will be locked at 15 minutes prior to closing; patrons already inside can exit the building normally.