

## McDermott Library Hours

Sunday:	1:00 p.m. – 2:00 a.m.
Monday – Thursday:	8:00 a.m. – 2:00 a.m.
Friday:	8:00 a.m. – Midnight
Saturday:	9:00 a.m. – 8:00 p.m.

We will post alternate hours when the Library is closed for special holidays or emergencies.

### @ McDermott Library



\*watch   \*hear   \*listen   \*view   \*learn

An Equal Opportunity/Affirmative Action University  
800 W. Campbell, Richardson, TX 75080 972-883-2955

March 2011

## Library Services

The **Eugene McDermott Library** contains materials designed to support your research needs. Through the Library's webpage ([www.utdallas.edu/library/](http://www.utdallas.edu/library/)) you may access our online catalog, over 200 databases, and thousands of electronic journals and electronic books. Librarians and staff are available to assist you in using the Library's collections and services.

**Information Desk** (Lobby, 2<sup>nd</sup> floor) 972-883-2955

Library staff will assist you with general library and campus information and directional assistance.

**Circulation/Reserve Desk** (Lobby, 2<sup>nd</sup> floor) 972-883-2953

Check out materials from most of the Library's collections at the Circulation Desk. Your Comet Card is also your library card. Materials set aside for the use of specific classes are on reserve here.

**Copy Center** (2<sup>nd</sup> floor)

Use the self-service machines that photocopy, print and scan, accommodating printed materials and microforms. Color services are also available.

**Reference Desk** (2<sup>nd</sup> floor) 972-883-2643

Reference librarians will assist you in starting your assignments or research projects. They provide directions for selecting and using a wide variety of electronic and traditional resources.

**Government Documents** (2<sup>nd</sup> floor) 972-883-2643

McDermott Library is a depository for United States and Texas government documents. The collection encompasses approximately 75% of Federal publications in various formats.

**Multimedia Services** (2<sup>nd</sup> floor, south side) 972-883-2999

Multimedia Services staff checks out media materials and provides viewing equipment and wireless laptops for use in the library.

**Interlibrary Loan (ILL)** (2<sup>nd</sup> floor, south side) 972-883-2900

The ILL Department can obtain books and photocopies of articles from other libraries. Request books or articles using the order form at: [www.utdallas.edu/library/services/ill.htm](http://www.utdallas.edu/library/services/ill.htm).

**Course Reserves** (3<sup>rd</sup> floor) 972-883-2587

Coordinates access to materials for course assignments.

**Special Collections** (3<sup>rd</sup> floor) 972-883-2570

Find rare books and other items in Special Collections. These collections include the History of Aviation Collection and the Wineburgh Philatelic Research Library.

**Callier Center Library**, located at 1966 Inwood Road, Dallas

Specializes in materials on speech and hearing disorders. Call 214-905-3165 for hours and information.

## Circulation Policies For Faculty Members



Eugene McDermott Library  
The University of Texas at Dallas

[www.utdallas.edu/library](http://www.utdallas.edu/library)

(972) 883-2955

# Circulation Policies For Faculty Members

View the unabridged policy at: <http://www.utdallas.edu/library/faculty/circpolicyFaculty.htm>

## Eligibility and Identification

The checkout period varies by affiliation, collection within the library, and patron status (undergraduate, graduate, faculty). The following is a list for faculty members of the appropriate checkout periods for the general circulating collection.

Borrowers	Checkout Period	Maximum Renewals	Maximum Items
UT-Dallas Faculty	Semester	6	300

To borrow most materials, eligible faculty members must present their own valid UT-Dallas identification card or TexShare card.

## Exceptions

A valid UTD faculty member may be prevented from borrowing materials for the following reasons:

- Exceeding the limit for outstanding fines and/or fees (see Fines)
- Exceeding the limit for the number of books checked out (see Limits on the number of items)
- Exceeding the limit of overdue items (see Fines)
- Ignoring an overdue recall
- Abusing TexShare privileges
- Writing a bad check or using a fraudulent credit card

## Renewals

Faculty members may renew materials at the Circulation Desk or through the online catalog. In addition, faculty members may call the McDermott Library Circulation Desk at (972)-883-2953 and have their materials renewed. Faculty members are limited to 6 renewals. The item will not be renewed if it has been recalled for another customer. (see Exceptions).

## Recalls

A RECALL allows a customer to request materials that are checked out. A customer may submit a recall request through the online catalog. The current faculty member has use of most circulating/non-Reserve material for a minimum of 21 days. **Checkout periods for faculty will be shortened by the Library in the case of a recall.**

The initial customer will be notified by email or mail of the change in your due date (the Library uses the latest information from UTD Records Department). An item can be recalled from the initial customer after they have had it for 21 days. When the item is returned, the requestor is notified and the item is held at the Circulation Desk for 7 days. UT-Dallas Libraries staff may ask a faculty member to return material for use in course reserves. If the item is not returned by the new due date, recall fines will go into immediate effect.

## Length of Checkout

Depending upon the frequency of use and the type of material, the policy concerning the circulation of the material varies by location.

McDermott Library Location	Length of Checkout
Main Stacks	Minimum 21 days
Periodicals, Microforms, Reference	Library Use Only
Government Documents (except as designated)	Minimum 21 days
Information Commons	Minimum 90 minutes
Laptops and Accessories	Minimum 6 hours
Road Maps	Minimum 21 days
UTD theses and dissertations	Library Use Only
Compact Disks (CDs, FDs)	Varies
Media, Digital Cameras, Calculators	7 days for faculty only; 3 days for all other borrowers
Special Collections	see Special Collections Policies and Procedures
Reserve (hourly reserves cannot leave the library)	Minimum 2 hour, 1 day, 3 day, 7 day
Media Reserve (cannot leave the library)	4 hours
Wall maps	Semester loan - faculty only
Interlibrary Loan items	Period set by lending library

## Overdue Notifications

Material is due on the date printed on the "Date due slip". If material has been recalled by a customer, an email is sent to the faculty member with the item title stating the new due date. The material must be returned by the new due date. **The library is not responsible for notifying borrowers that materials are overdue, but the Library sends a notice as a COURTESY. The library is NOT responsible for late or non-delivery of notices. Please advise the Library of a change in your email, address, or telephone number to avoid not receiving notifications about your account.**

Callier Center Library Location	Length of Checkout
Main Stack	Minimum 21 days
Periodicals, Reference	1 day
Reference Item	1 hour
Compact Disks (CDs)	Varies
Videorecordings and audio cassettes	7 days
Reserve	Minimum 2 hour, 1 day, 3 day, 7 day
Interlibrary Loan items	Period set by lending library
Assessment Tests	Restricted to UTD affiliates: 7 Days; with a single 3-day renewal
Out of Date Assessment Tests	3 days; with a 1-day renewal

## Fines

*\* Note: if an item is recalled, the fine becomes \$1.00 per day. The maximum fine is \$50.00 plus processing and replacement costs. This policy applies to ALL borrowers. Faculty members incur no fines if item is not recalled.*

Late Return of Reserves		
Checkout Type	Fine Rate	Maximum Fine
2 Hour	\$.10/minute	\$50.00+ processing and replacement costs
1 day, 3 Day, 7 Day, Callier tests	\$10.00/day	\$50.00+ processing and replacement costs

Late Return of Non-Reserve Materials *		
Item Type	Fines	Maximum Fine
Main Stacks Items	\$0.50/day	\$30
Media, Digital Cameras, Calculators	\$1/day (1st 21 days late)	\$21 (for 1st 21 days late) \$25 processing + \$21 late fee + replacement fee (21st day)
Information Commons	\$0.10/minute	\$50
Laptops and Accessories	\$0.10/minute	\$50

## Suspension of Privileges

Library privileges may be suspended for faculty who fail to abide by the provisions of this policy or who have unpaid library charges.

## Processing and Replacement Costs

**PROCESSING FEES:** In addition to the fine, if the material is declared lost, a non-refundable processing fee of \$25/item and a replacement cost are assessed 60 days after the due date. The processing fee represents the cost of acquiring and cataloging a replacement.

**REPLACEMENT COST:** The replacement cost reflects current retail value for material. If the item is no longer available in print, the Library will assess a replacement cost of \$85 or the exact cost if known for a book, \$300 for a compact disk, and \$2500 for a laptop. An exact copy, purchased by the borrower, may be accepted as a replacement. The library reserves the right to determine whether the replacement is acceptable. The replacement cost may be refunded if a lost item is returned before the item is replaced. Faculty are assessed replacement fees when materials are returned irreparably damaged.

## Appeals

Initial inquiries concerning a fine or the suspension of privileges should be made at the Circulation Desk. Unresolved issues can be appealed to the **Director of Libraries**.