

# Library Information for Faculty

## Findlay Campus

### Library Location & Hours

The Library is located in EC 176. The Library will be open the following hours during fall & spring semesters:

Monday - Thursday	8:00 am – 7:30 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed
Sunday	1:00 pm – 4:00 pm

### Telephone Numbers

Information Desk	(567) 429-3088
Circulation Desk	(567) 429-3088
Audiovisual Services	(567) 429-3626
Gail McCain	(567) 429-3076
Matthew Farthing	(567) 429-3088

### E-Mail and Internet Address

Send e-mail to: [libhelp@owens.edu](mailto:libhelp@owens.edu)

Library Home Page: <http://www.owens.edu/library/>

### Services

The Library offers a full range of services to currently registered faculty, staff, and students of Owens Community College. Students are registered automatically; however, faculty and staff must complete a *registration form* and return it to the Library. The *Owens Express ID Card is required* for Library services.

**OCC Book Circulation:** Faculty may borrow books for the semester.

**Audiovisual Circulation:** AV materials may be borrowed for seven days with one renewal. (Note: Limited AV materials are available for borrowing through OhioLINK.)

**OhioLINK Book Borrowing:** Occasionally you may find that the Owens Library does not have some of the books you may want. In this case, currently registered patrons may request books via computer directly from other OhioLINK libraries. These books will be delivered to Owens' Library, or another OhioLINK library of your choosing, for patron pickup. This procedure is free and usually takes three days for delivery. Contact a Librarian for a demonstration.

### Services (cont.)

**Online Renewal:** You may renew material online at the Library's web page.

**Fines:** Faculty members are exempt from paying fines on Owens books only. There is a \$.50 per day charge for overdue OhioLINK books. **All** Library privileges may be revoked until items are returned and fines are paid, including AV Equipment, web resource restriction and OhioLINK privileges.

**Interlibrary Loan:** For hard-to-find materials, we may be able to borrow the items from other libraries worldwide. This procedure can take two-three weeks for delivery, depending upon where the material is coming from and how the material is sent. There is a charge for this service; however, you determine the maximum price you are willing to pay. Most libraries charge between \$5.00-\$12.00 per item.

**Class Reserve Material:** Instructors may put items on class reserve for In-library Use Only or Overnight Loan. Electronic Reserves, featuring anytime and anyplace access via the Internet, are also available.

**Electronic Article Delivery:** The Library can electronically deliver copies of most documents from the Library's periodical or reference collection. Digital copies can be e-mailed or posted to a web site for you to download.

**Research Databases:** The Library provides online access to 110 electronic research databases. Many of these databases provide links to online full-text journal articles.

**Photocopying:** The Library has a copier for students and faculty to use. The coin-operated machine provides copies at \$0.10 per page. Please use the Copy/Mail Center for anything other than quick copies.

**Library Instruction:** The Library staff offers instructional classes ranging from a general library orientation to database searching techniques and subject-specific library resources. Please call the Library to discuss your needs and/or schedule a class appointment