

LIBRARY WEB SITE

www.stmartin.edu/library
Additional information about the library including updated library hours, a staff directory, access to library catalogs, information about reference and technology services, and access to online research databases can be found on the library web site.

HOURS

Monday ~ Thursday 7:30 a.m. ~ 11:00 p.m.
Friday 7:30 a.m. ~ 6:00 p.m.
Saturday 10:00 a.m. ~ 6:00 p.m.
Sunday 1:00 p.m. ~ 11:00 p.m.
Holidays, breaks, summer—*see web site*

Librarians are available in the library most weekdays from 8 a.m. until 8 p.m. (or until 4 p.m. on Saturdays). You may also request a research consultation through the library web site or call to make an appointment for a future time. Librarians are available online 24/7 via *Librarian Live*.

Beverages with securely covered lids are allowed in the library, but no food.

TELEPHONE NUMBERS AND E~MAIL ADDRESSES

General information
(360) 486-8800
Circulation/Summit/Reserves/Interlibrary Loan
(360) 486-8802 or circulation@stmartin.edu
illoans@stmartin.edu
Reference / Information technology
(360) 486-8803 or reference@stmartin.edu
Library FAX
(360) 486-8810

LOAN PERIODS

General collection
~Students, community
Four weeks
~Faculty, staff, Abbey
One semester
~May be recalled after two weeks

Curriculum books
~Students, community
Three weeks
~Faculty, staff, Abbey
One semester
~May be recalled after one week

Renewals
~One renewal per item
~No renewals on items that have holds placed on them

For Saint Martin's University affiliated patrons only

Videos / DVDs
~Students, staff, Abbey
Three days
~Faculty
One week

If allowed, holds and recalls may be placed on currently checked out material

INFORMATION TECHNOLOGY

Networked computers with:
~Internet access
~MS Office and multimedia software
~Course-specific software
~Student e-mail
~Library databases
~Assistive technologies

For Saint Martin's affiliated patrons only

~Networked group study rooms and media rooms may be scheduled at circulation.
~Two computer classrooms may be scheduled by faculty or staff.
~Laptops, audio-visual and computer digital equipment are available for checkout at the circulation desk.
~Access to the campus wireless network.

PHOTOCOPIES AND PRINTING

Self-service copy machines are available. Copies are 10 cents per page. Copy cards can be purchased at the circulation desk for \$1.50, reducing the copy fee to five cents per page. There is a charge for printing from the library computers.

PERIODICALS

Periodicals and newspapers are for in-library use only.

MICROFORMS

Many journals and newspapers are available in microformat. Microform readers/printers are available in the periodicals room. Copies can be made for 10 cents per page.

COURSE RESERVES

For Saint Martin's affiliated patrons only

Loan periods are determined by the faculty placing material on reserve for their classes.

Loan periods
~Two hour in-library use only
~24-hour check-out
~Three day check-out
~No renewals are allowed on reserve material

~Five item check-out limit

SUMMIT

For Saint Martin's affiliated patrons only

Summit is the web-based unified library catalog of the over 30 Orbis Cascade Alliance member colleges and universities in Washington and Oregon. Summit provides access to more than 26 million books, DVDs, videotapes, sound recordings, government documents and more. You may select and borrow materials directly through the Summit catalog found at:
<http://www.stmartin.edu/library/catalogs/>

Most Summit materials will arrive at the O'Grady Library, and be available for check-out from the circulation desk, within two to three business days. Patrons are notified by e-mail or phone when material arrives in the library. To utilize Summit, patrons must have a current, unblocked library account.

The general loan period for Summit material is 21 days with one renewal. Selected items check out for three days with one renewal. The loan period for non-book material is set by the lending library.

INTERLIBRARY LOAN

For Saint Martin's affiliated patrons only

Books, periodical articles and other materials not held in our library and not available through Summit may be borrowed from other libraries using the online interlibrary loan system (ILLiad). To utilize ILLiad, patrons must have a current, unblocked library account and an active university network/email account. Interlibrary loan may take up to two weeks; please plan ahead. Patrons are notified by e-mail or phone when material arrives at the library and can be picked up at

the circulation desk. To learn more about ILLiad and to register to use the system please visit the O'Grady Library web site.

FINES AND FEES

Overdue reserve materials

\$1 per hour, per item, up to the replacement cost of the item, plus a \$10 processing fee.

Overdue audiovisual and computer/digital equipment

\$5 per day, per item, up to the replacement cost of the item, plus a \$10 processing fee.

Overdue Summit materials

\$1 per day, per item, up to the Summit replacement cost. Summit replacement costs and fees total a minimum of \$90.

Overdue interlibrary loan materials

\$1 per day, per item, up to the replacement cost of the item, plus a \$10 processing fee.

OVERDUE GENERAL COLLECTION

Patrons will be billed for lost or damaged materials. Patrons will be billed for the full replacement cost of each item, in addition to a \$10 per item processing fee.

Patrons owing money on their accounts are restricted from borrowing at all CLIO libraries, and may lose access to other services at O'Grady Library.

BORROWING PRIVILEGES

Saint Martin's University

O'Grady Library extends borrowing privileges to all students, faculty, Abbey and staff members who are affiliated with the University. To activate an O'Grady Library account, affiliated patrons must provide their University identification card, which also serves as their library card, and fill out and sign a patron registration form.

Summit visiting patrons

Any patron with a valid library or identification card from a Summit institution may borrow materials directly from the O'Grady Library. All Summit policies will be followed for these transactions.

Other patrons

O'Grady Library provides limited services to patrons from other institutions and the general public. These services are generally limited to the borrowing of O'Grady Library materials, general reference and in-house database.

CLIO

O'Grady Library also extends borrowing privileges, through its affiliation with Cooperating Libraries in Olympia (CLIO), to patrons who currently hold an Evergreen State College Library card or a Washington State Library card. These patrons may use their existing cards to borrow materials from Saint Martin's.

Patrons with an active O'Grady Library account may also borrow materials at The Evergreen State College Library and the Washington State Library.

PSAIL

O'Grady Library also provides reciprocal borrowing privileges, through its affiliation with Puget Sound Academic Independent Libraries (PSAIL), to eligible borrowers from Northwest University, Pacific Lutheran University, Seattle Pacific University, Seattle University and the University of Puget Sound. Students and faculty from PSAIL institutions will be asked to present a valid identification card, and must register for an O'Grady Library card by filling out and signing a patron registration form.

Eligible borrowers from Saint Martin's University have privileges at the PSAIL libraries. Please contact the library you wish to borrow from if you have questions about their policies.

Community

O'Grady Library also extends borrowing privileges to the community at large. To register for a library card unaffiliated patrons must show two pieces of identification. One must be a picture identification, and both must show the same residential address for the patron. Unaffiliated patrons will also be asked to fill out and sign a patron registration form.

Minors, under the age of 18, may obtain an O'Grady Library card. A parent or legal guardian must complete and sign the patron registration form, thereby assuming full responsibility for the minor's use of the library.

O'GRADY LIBRARY SAINT MARTIN'S UNIVERSITY

5300 Pacific Avenue SE
Lacey, WA 98503-1297
www.stmartin.edu/library