

PURPOSE: TO DESCRIBE THE FUNCTION AND GENERAL OPERATIONAL GUIDELINES OF THE TRUSTEE LIBRARY.

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#### A. FACULTY AND STAFF

The Library staff is comprised of five professional librarians and three paraprofessionals.

#### B. REQUESTS FOR MATERIALS

The Library maintains current print, media and online collections to support faculty teaching and research. To schedule an appointment for an overview of materials in your area or to request purchase of library resources, contact the Collection Development Librarian.

#### C. LIBRARY HOURS

The Brenau Trustee Library is open year round, closing only for Brenau holidays. When university classes are in session, Library hours are Monday – Thursday 7:45 a.m. until 10:00 p.m., Friday 7:45 a.m. – 6:30 p.m., Saturday 10:00 a.m. – 6:30 p.m., and Sunday 1:00 p.m. – 10:00 p.m. Evening hours are extended immediately prior to and during final exams. During breaks and between sessions, the Library operates under regular business hours of 8:30 a.m. until 5:00 p.m., Monday through Friday. Summer hours will vary slightly from the times above for specific times please check the library website. Library hours are posted in the Library and on the web site at <http://www.brenau.edu/academics/brenau-trustee-library/>.

#### D. CIRCULATION PRIVILEGES

Faculty and staff may check out circulating items for a period of four weeks, with one renewal. Only faculty and staff have the privilege of checking out audiovisual materials for use outside the library. Faculty may check out reference books and periodicals overnight. Items are delivered to faculty and staff who teach or work on campuses outside of Gainesville or online.

#### E. RESERVE MATERIALS

Course reserves may include books, articles, and media. These items are available at the Library desk for short loan periods so that all students have equal access to these important, supplementary class materials. To place an item on reserve, faculty members should complete a Reserve Request Form at least two business days in advance. The form is located on the Library website at <http://www.brenau.edu/academics/brenau-trustee-library/library-services/faculty-services/course-reserves/course-reserves-form/>. Please be advised that the Library's copyright policy is applied to all reserve materials.

#### F. INFORMATION DELIVERY

Research materials not available through the Trustee Library may be obtained from other libraries through Information Delivery. The Library does not charge for this service. However, on occasion, the Library will pass on charges from other libraries to patrons. Requests are normally received within two weeks. Request forms are located on the Library website at <http://www2009.brenau.edu/BTL/ILL.htm>.

Information Delivery includes customized services for distance students. Articles from other libraries and articles in the Trustee Library's print collection are emailed directly to students.

Books from other libraries and from the Trustee Library's print collection are delivered via courier to distance campuses or mailed directly to the student's home via USPS. In addition, distance students enjoy longer checkout periods and flexible renewals for Trustee Library owned materials.

#### G. SPECIAL FACILITIES

The Library houses a number of special facilities, such as the University Archives, the Library Special Collections area (The Fred D. Bentley Rare Book Gallery, the Thomas E. Watson Collection, and the Special Collections Room), the Writing Center, the Language Bistro and the Redwine Technology Center.

#### H. SCHEDULED ROOMS

The Library has two classrooms that accommodate up to 18 people. Contact one of the Research & Instructional Services Assistants to schedule a library classroom. To reserve the Thurmond McRae Lecture Hall or any computer lab in the Redwine Technology Center, contact IT at [helpdesk@brenau.edu](mailto:helpdesk@brenau.edu) or 770-538-4774.

#### I. RESOURCES

The Library web site, <http://www.brenau.edu/academics/brenau-trustee-library/> provides comprehensive information for students and faculty about Library services and resources. This includes access to the Library's catalog of print and electronic materials, access to research databases, contact information, extensive help with research, and a full description of Library services. The Library catalog (<http://brenau.worldcat.org>) is a complete record of the books, serials, media, and other holdings of the Library.

LibGuides are individually designed subject guides compiled by Brenau librarians. The guides are a selective collection of articles, books, web sites, and research support materials designed to assist undergraduate and graduate research in specific disciplines and courses. To request a LibGuide for your subject area, contact the Head of Research & Instructional Services. Browse current LibGuides at <http://libguides.brenau.edu>.

For a review of Library services available to faculty, please consult our page at <http://www.brenau.edu/academics/brenau-trustee-library/library-services/faculty-services/>.

#### J. INSTRUCTION

The Trustee Library offers a comprehensive range of customized instructional services designed to meet on-campus, regional, and distance undergraduate and graduate students' point-of-need for research instruction. The faculty is committed to providing introductory and higher level instruction on an individual and small group, class, and course basis in both on-ground and online environments. If you would like to arrange a presentation for your class or an individual consultation for a student or small group, please contact the Head of Research & Instructional Services.