Engineering Reading Room

Guidelines

Services
Student assistants are responsible for many aspects of the daily library duties including collection development, charging and discharging of books, serials check-in, preservation of materials, circulation and reserves materials, reference assistance, and bibliographic instruction.

Gifts/Donations
Faculty, staff and students are encouraged to donate current books and periodicals to the engineering reading room/library whenever possible. A thank you letter is provided as soon as the books are cataloged and bound if necessary.

Circulation Guidelines:
The following information constitutes the general circulation policies of the Engineering Reading Room/Library. These policies are intended to ensure quality service for all, yet provide for the widest possible use of library materials. Library users are responsible for adhering to the policies. Failure to do so may result in suspension of library privileges.

- **Who is eligible to borrow materials?**
  With a valid university ID card: FAMU and FSU Graduate students, current or retired faculty, and USPS staff.
  Please inquire at the Circulation Desk for more information.

- **Recalls**
  All books that circulate to both faculty, staff and graduate students are subject to recall. If a book is recalled, the borrower who has the item is notified that the book is needed by another person and is asked to return the book by a specific date. All borrowing privileges are subject to suspension until the book is returned.

- **Renewals**
  Books may be renewed as long as they have no recall placed on them and they are not temporarily charged out already. They can be renewed by bringing them to the Circulation Desk. Please note: All faculty, staff, grad and undergrad students are encouraged to renew their books at all university and branch libraries before they are due.

- **Reserve Materials**
  Loan periods, return and renewal policies for reserve materials are different from General Circulation policies. Reserve material is not to leave this room except per temporary charge with special permission from the Senior LTA. Please inquire about policies at the Circulation desk.
- **Book Returns**
  We would Prefer That All materials borrowed from the Engineering Reading Room/Library be returned here. However, materials (except reserve materials) borrowed from the engineering reading room/library may be returned at either Coleman, Dirac Science or Strozier libraries. Bookdrops at Strozier and Dirac are open 24 hours a day. Bookdrops at Coleman are open as long as the library is open. Materials are removed from the bookdrops each morning.

  PLEASE NOTE: Reserve materials that are allowed out of the Engineering Reading Room/Library must be returned to the Reserves Desk at the designated time or when the reading room opens, whichever comes first.

*Note: University library circulation policies may differ from the Engineering Reading /Library. Users of the university and branch libraries should inquire at their circulation desk about their policies.*