

## Sanborn Family Library Policies and Procedures

### Circulation Services

All current Gould Academy employees and students have a patron account with the [Sanborn Family Library](#) and have access to all Library resources. The Library is open from 8:00 a.m. until 9:30 p.m., Mondays through Fridays (as well as Saturday with classes) and 11:00 a.m. until 9:30 p.m. on weekends with no classes.

### Checking Out Materials

In the Sanborn Family Library patrons can self check books or check them out with the Librarian. DVDs, iPads, cameras, recorders and Kindles must be checked out by a Librarian. Please see a Librarian to learn how to check out Library books.

### Loan Periods and Renewals

#### Books

All patrons may check out books for three (3) weeks; these items may be renewed for an additional two (2) weeks provided another patron has not requested the item. All books in the Reference Collection must be used in the Library.

#### DVDs

Students may check out DVDs for three (3) days; employees may check these items out for one (1) week.

#### Electronic Equipment

All electronic devices – iPads, digital cameras and recorders and Kindles, – may be checked out for one week with a possibility for renewal if no hold is placed on any given item. Patrons must sign an electronic release waiver prior to checking out items.

## **Periodicals**

Periodicals may not leave the Library. If they are needed for a specific class, please check with a Librarian.

## **Return Policy**

Each patron is responsible for any and all items checked out in his or her name. All Library items are to be returned in the same condition as when they were checked out to the circulation desk. Electronics must be given to a Librarian.

## **Overdues**

Overdue Notices for all items are issued near the end of each semester. Patrons will be given one week to return any items noted on these Notices. After the grace period, student accounts will be charged.

## **Academic Reserves**

Faculty may place certain items on reserve for student use in a particular course. All items placed on reserve are considered closed and may not be removed from the Library.

## **InterLibrary Loan**

Materials not available at the Sanborn Family Library may be requested through the University of Maine's InterLibrary Loan. Once you have located the items you need, please contact the Librarian. We will request the items and notify you via e-mail when they are received. University of Maine items check out for one (1) month. For assistance with this process, please ask a Librarian.

## Library Classification System

To help you find your way around the library, please refer to the Library Map or the Map on Alexandria.

All non-fiction Library items, including those contained in the Reference and audiobook collections, are shelved in accordance with the [Dewey Decimal Classification System](#).

All fictional items contain a local call number (FIC) and are shelved by the author's last name and located around the Circulation Desk shelving. DVDs and audio books also are classified by a local call number (DVD, AUD) and shelved by title.

## General Library Rules

Learning is collaborative, and patrons must learn to balance collaboration with the needs of all patrons. Food is not permitted in the library and only drinks with covers or lids.

Do not leave the library without checking out your material. This is an honor system. If you have difficulty using the computer check out terminal and a librarian is not available to assist you, please use the sign out sheets as a backup.

## Guidelines for Group Work

If you know you are going to be working together, first try to use one of the classrooms. If none are available, you may work together within the main floor of the library. However, other patrons should not be able to hear you, nor should we need to speak to you.