GRADUATE STUDENT OVERVIEW

Getting started

• The Library provides you with services and resources both on campus and, via the Internet, at home or at your office—almost anywhere.
• In order to take advantage of the full range of reference materials that are available via the Internet, it is important that you come to the Library to register for a barcode—which is your “password” for most College computing activities. The barcode enables you to check out books and to log in to a wide array of subscription databases that will facilitate your coursework and your work on a thesis or other research project.
• Familiarize yourself with the Library’s home page: www.hood.edu/library
• We suggest that you get a Hood ID, available by visiting the switchboard or by contacting Campus Safety at (301) 696-3548.
• To use on-campus computing facilities, you must have a Hood network (“Pergola”) account, available through IT. Call (301) 696-3622 between 9 a.m. and 5 p.m., or e-mail euc@hood.edu
• The Library provides one of the wireless venues on campus. You will need a network account to use the wireless capability. Inquire at the Reference Desk for a set-up disk.

Hours

• Monday through Thursday, 8 a.m.-9:30 p.m.  • Saturday, 11 a.m. to 5 p.m.
• Friday, 8 a.m. to 5 p.m.                           • Sunday, 2:30 to 9:30 p.m.

When/if the library is open until 11:30 p.m., it will be staffed with only a security guard during the last two hours; circulation services and reference assistance will not be available at that time.

• Online resources are available 24 hours a day, seven days a week
• Call ahead during inclement weather; the Library is closed when the College is closed.

Resources

Books
Hood holds 200,000 volumes; another 600,000 are available by courier within 24 hours from our Consortium partner libraries: Baltimore International College, Loyola-Notre Dame Colleges, Mount St. Mary’s University, Columbia Union College and Stevenson University (formerly Villa Julie College). Check out ShaRC, our online catalog, at www.hood.edu/library. Consortium materials can be requested online. Your library barcode gives you to the request form.

Databases
We offer more than 60 databases, providing access to thousands of journal titles, statistical information and more. The databases are available (on and off campus with your library barcode). For details on our databases and where they can be accessed, go to www.hood.edu/library/journal.cfm?pid=journal_indexesAZ.html

Journals
Hood currently subscribes to approximately 350 journals in paper and microformat, as well as to several local and national newspapers. We house back volumes of more than 2,500 titles in our periodicals area. To get details on Hood’s journal holdings, including dates held and whether they are in paper, microformat or online, go to http://sx2tw9xt9n.search.serialssolutions.com

Photocopying
Three new photocopiers with a variety of functions are available for your use. You will need a copier fob to use the machines, which can be purchased for $5 (with $2—20 copies—worth of copy value already on it) from the Circulation desk, or you can make copies with the “loaner” fob, also available at the Circulation desk, for 25 cents per copy.
Reference
Our reference librarians are available from 10 a.m. until 9:30 p.m., Monday through Thursday, Friday from 11 a.m. until 5 p.m., Sunday from 1:30 p.m. until 9:30 p.m., and by appointment, to help with your research. They offer one-on-one assistance in research skills, and can also tailor skills sessions for individual classes. Reference help is available by phone at (301) 696-3915 and through the Ask A Librarian feature on the Library’s home page or by sending an e-mail to reference@hood.edu. Handouts describing specific search processes for individual databases are available in the library.

Interlibrary Loan
We usually can get book and journal articles that are not held in the Library or within the Consortium. Click on Get a Book/Article from Interlibrary Loan on the Library home page to request those materials. You will need your barcode to complete the request transaction. Please allow up to three weeks for receipt of requested interlibrary loan materials.

Circulation
Graduate students may have up to 50 books checked out at any one time from the Consortium libraries (including Hood). If you need additional books, please make arrangements with the Access Services Librarian. To check the status of your Library account, including checking on what materials you currently have out and when those materials are due, click on Renew a Book/See My Account on the Library home page. Books can be checked out for 28 days with one renewal. Fines are not charged, but when books are more than 30 days overdue, they go to “Unreturned” status and a $65 fee for processing and replacement of each outstanding book will be charged.

Acquisitions
We welcome your suggestions for materials that will make our collection a stronger one, though we may need to get the approval of your department before ordering, and we do reserve the right to decide whether to make a purchase. Click on Recommend Library Materials on the Library’s home page.

Contacts:
Circulation: (301) 696-3709 (peterson@hood.edu)
Reference: (301) 696-3915 (maginnis@hood.edu)
Interlibrary Loan: (301) 696-3921 (gil@hood.edu)
Acquisitions: (301) 696-3933 (townsend@hood.edu)
Cataloging: (301) 696-3874 (mitchell@hood.edu)
Director: (301) 696-3934 (jsamet@hood.edu)
CIRCULATION POLICIES
Borrowing privileges are extended to current Hood College students, faculty, staff, members of the board of trustees and the board of associates as outlined below. In addition to the books in Hood’s library, books may also be borrowed from our Consortium partners in MIC (Maryland Interlibrary Consortium), Washington Adventist University, Loyola-Notre Dame, Loyola-Notre Dame, Mount St. Mary’s University, and Stevenson University (formerly Villa Julie College).

Library Barcode
A library barcode is required to borrow books from Hood or from our partners. To register for a library barcode, visit the circulation desk on the 1st floor of the library. Please bring a Hood ID or proof of class registration with you. Loan period for books: students, staff and board members: 28 days; faculty: 120 days. A library barcode is also needed when accessing databases from off-campus.

Item Limits
There is a 25-item limit for undergraduate students; 50-item limit for graduate students and a 200-item limit for faculty.

Loan Periods for Videos and DVDs
Faculty and staff may check out videos and DVDs for seven days from the Hood library. Faculty may request up to five videos or DVDs at a time from our consortium partner libraries, provided that the lending library permits them to circulate. Students may check out two videos or DVDs from the Hood library for three days. Videos and DVDs may also be viewed using the A/V stations located on second and third floors of the library. Music CDs do not circulate.

Renewals
Hood and Consortium books may be renewed one time for 28 days on or before the due date. A renewal may be placed online by going to ShaRC, the online catalog, and selecting the Patron button near the top of the page. Hood and Consortium books may also be renewed by phone at (301) 696-3709, by e-mail or in person at the circulation desk. Books that are 30 days or more overdue cannot be renewed. “Best Sellers” may not be renewed.

Holds
If a book you need is checked out, a “Hold” can be placed on it at the Circulation Desk. The item will be set aside when it is returned and you will be notified when it is ready to be picked up. The current borrower cannot renew a book if a “Hold” has been placed on it.

Recalls
Occasionally, the library may need to recall a book and will contact the borrower with a new due date. If the book is not returned by the new due date, a fine of $1 per day will accrue until the book is returned.

Fines and Overdue Books
Fines are not charged on overdue books, except for recalls, reserve items and reference books. Borrowing privileges and access to the library databases will be suspended if a patron has five or more overdue books. Privileges will be reinstated when all the items have been returned.

Unreturned Books
A book is declared “Unreturned” if it is not returned by 30 days after the due date. A borrower who has an “Unreturned Book” may not check out or renew any other books. For each “Unreturned Book,” the borrower will be billed a $40 Unreturned Book Fee, plus a $25 Processing Fee. If an “Unreturned Book” is later returned, the Unreturned Book Fee will be refunded, but not the Processing Fee. Fees for Consortium-owned “Unreturned Books” are as above.
Reserve Items

Professors place books, journal articles and other items “On Reserve” at the circulation desk in the library for the shared use of students in a specific class. A reserve item must be returned directly to a staff member at the circulation desk. Do not place a reserve item in the outside book drop.

Overdue fines will accrue at $1 per hour for each hour or fraction thereof until the reserve item is discharged from the borrower’s record.

In-Library and Overnight Reserves

At the discretion of a professor, “In-Library Reserves” may be taken out one-half hour before the library closes. Reserves are due back promptly at 9 a.m. the next day. Reserves checked out on Saturday are due back by 7 p.m. Sunday. Overdue fines accrue at $1 per hour, or fraction thereof, until the reserves are discharged from the borrower’s record.

24-Hour Reserves and 72-Hour Reserves

May be checked out anytime the library is open. The circulation period begins when the item is charged to the borrower and ends after the specified period (24 or 72 hours).

Overnight Reference Books Policy

At the discretion of the evening reference librarian, a reference book will be allowed to circulate one hour before the library closes. The book must be returned one hour after the library opens.

The following restrictions apply

- “Ready-reference” titles kept at the reference desk do not circulate.
- Materials that are being heavily used for a class assignment do not circulate.
- Individual volumes from sets of reference books do not circulate.
- Students may borrow only one reference book at a time.

These books must be returned directly to a staff member at the reference desk. Do not place them in the outside book drop. Overdue fines will accrue at the rate of $1 per hour for each hour or fraction thereof until the books are returned.