

Dear Patron:

By presenting this publication of *Library Policies & Procedures*, the Library Director and Staff of the Donald E. O'Shaughnessy Library here at the Oblate School of Theology hope to provide a "help manual" as you navigate your way around the Library. We are very proud of this important adjunct to the Oblate School of Theology and want you to be able to avail yourself of its services in a user-friendly and equitable manner. Please take a moment to read this manual over; keep it among your academic possessions and follow its directives. If there is an area in the manual that is confusing, don't hesitate to contact a staff person, the Associate Director or the Director of Libraries for immediate clarification.

We hope your visits to the Donald E. O'Shaughnessy Library will be satisfying and a source of growth both spiritually and academically. Welcome.

Sincerely,

Donald J. Joyce, O.M.I.
Director of Libraries

DONALD E. O'SHAUGHNESSY LIBRARY
OBLATE SCHOOL OF THEOLOGY

LIBRARY POLICIES & PROCEDURES

HOURS OF OPERATION

Hours of operation may be obtained by checking the library web page at the Oblate School of Theology website at www.ost.edu or calling the circulation desk at 210-341-1366 ext. 311. Hours are also posted on the entrance doors of the library.

FALL SEMESTER 2009	
Monday	7:30 a.m. - 8:00 p.m.
Tuesday	7:30 a.m. - 9:30 p.m.
Wednesday	7:30 a.m. - 9:30 p.m.
Thursday	7:30 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 5:30 p.m.
Saturday	11:00 a.m. - 5:00 p.m.
Sunday	CLOSED
EXCEPTIONS	
Monday, September 7	CLOSED
Wednesday, November 25	Closed at noon
Thursday, November 26	CLOSED
Friday, November 27 - Sunday, November 29	CLOSED
Thursday, December 24 - Sunday, January 3, 2010	CLOSED

The Library closes from 1:30 - 3:00 p.m. every third Wednesday of each month.

THERE IS POSITIVELY NO FOOD AND DRINK ALLOWED IN THE DEO LIBRARY OR IN CLASSROOM 6.

CELL PHONES

The use of cell phones is prohibited in the library.

CIRCULATION

Transactions pertaining to circulating of library materials, maintaining patron records, processing fines/fees payments, maintaining reserve collections, and assisting patrons with general library needs are handled at the Circulation Desk. All transactions require a valid school ID.

BORROWERS

The Donald E. O’Shaughnessy Library collections are primarily for the use and benefit of the faculty, students and staff of Oblate School of Theology and other approved patron groups.

Persons not affiliated with Oblate School of Theology may use the library for reference and research during normal operating hours and **may use the computers only for retrieval of library materials.**

LIBRARY CARDS

If a non-OST affiliated person wishes circulation privileges, she/he may apply for a library card.

The checkout limit for the following patron groups is 10 books at any one time.

Table 1: Policies for DEO Library Card Patron Groups

PATRON GROUP	COST	MATERIALS	LOAN PERIOD	OVERDUE FINES
Non OST affiliated (<i>Courtesy Patrons</i>)	\$50.00/year	Books	4 Weeks	\$1.00 per item/day
		Special Collections, Dissertations	Non-circulating	N/A
		Periodicals,	Non-circulating	N/A
		Reference	Non-circulating	N/A
		Video tapes	7 days	\$1.00 per item/day
		ILL	N/A	N/A

OST Alums	\$35.00/year	Books	4 Weeks	\$1.00 per item/day
		Special Collections, Dissertations	Non-circulating	N/A
		Periodicals	Non-circulating	N/A
		Reference	Non-circulating	N/A
		Video tapes	7 days	\$1.00 per item/day
		ILL	N/A	N/A
Local Religious, Priests, Permanent Deacons, Non-Catholic Clergy	\$35.00/year	Books	4 Weeks	\$1.00 per item/day
		Special Collections, Dissertations	Non-circulating	N/A
		Periodicals	Non-circulating	N/A
		Reference	Non-circulating	N/A
		Video tapes	7 days	\$1.00 per item/day
		ILL	N/A	N/A
Oblate Priests and Brothers	No charge	Books	4 Weeks	\$1.00 per item/day
		Special Collections, Dissertations	Non-circulating	N/A
		Periodicals	Non-circulating	N/A
		Reference	Non-circulating	N/A
		Video tapes	7 days	\$1.00 per item/day
		ILL	N/A	N/A
Students from other Universities /Colleges (<i>Non-TeXShare Members</i>)	\$35.00/year	Books	4 Weeks	\$1.00 per item/day
		Special Collections, Dissertations	Non-circulating	N/A
		Periodicals	Non-circulating	N/A
		Reference	Non-circulating	N/A
		Video tapes	N/A	N/A
		ILL	N/A	N/A

CIRCULATION POLICY

The checkout limit for the following patron groups is 10 books at any one time.

TexShare Users may only check out four books at any one time.

Table 2: Policies for OST/DEO Library Registered Patron Groups.

PATRON GROUP	MATERIALS	LOAN PERIOD	OVERDUE FINES
OST Registered Students, MTM, LMI, IFP, IPI	Books	4 weeks	\$0.35 an item/day
	Special Collections, Dissertations	Non-circulating	N/A
	Reference	Non-circulating	N/A

	Periodicals	Non-circulating	N/A
	Video tapes	7 days	\$0.35 an item/day
	ILL	Lending Library Policy	Lending Library Policy
OST Faculty	Books	4 Months	N/A
	Special Collections, Dissertations	Non-circulating	N/A
	Reference	Non-circulating	N/A
	Periodicals	Non-circulating	N/A
	Video tapes	7 days	N/A
	ILL	Lending Library Policy	Lending Library Policy
	OST Staff	Books	4 Weeks
Special Collections, Dissertations		Non-circulating	N/A
Reference		Non-circulating	N/A
Periodicals		Non-circulating	N/A
Video tapes		7 days	N/A
ILL		Lending Library Policy	Lending Library Policy
CORAL Patrons	Books	4 Weeks	\$1.00 an item/day
	Special Collections, Dissertations	Non-circulating	N/A
	Reference	Non-circulating	N/A
	Periodicals	Non-circulating	N/A
	Video tapes	7 days	\$1.00 an item/day
	ILL	N/A	N/A
TexShare Patrons (<i>Students from Member Institutions in Texas</i>)	Books	2 Weeks	\$1.00 an item/day
	Special Collections, Dissertations	Non-circulating	N/A
	Reference	Non-circulating	N/A
	Periodicals	Non-circulating	N/A
	Video tapes	7 days	\$1.00 an item/day
	ILL	N/A	N/A

BOOKS

Circulating materials are those with a location of *Stacks, A/V Stacks, Oversize and Off-site*. The circulating collection is housed on the second and third floors of the north wing.

NEW BOOKS SHELF

The New Books Shelf is located in the Reading Area on the first floor of the DEO Library. These books are placed on the New Books Shelf for a period of two weeks and do not circulate during this time.

PERIODICALS

Periodicals, newspapers, journals and magazines do not circulate. Current titles are located in the Periodical Reading Room (Floor 1A) of the west wing and are displayed alphabetically. Bound journals are located in the Bound Periodical Floor (basement) of the west wing and shelved in alphabetical order. Local and Diocesan Newspapers may be found on the first floor of the library.

RARE BOOKS AND ARCHIVES

Patrons may visit the Rare Books Library or the Archives Office by appointment only. Appointments must be made with the Archivist/Rare Book Curator.

REFERENCE MATERIALS

Reference books do not circulate and are located in the Reference Room (Floor 2A) of the west wing. Beyond the Reference Room is the Fathers' of the Church Room, where the library's Patristic collection is housed. The Patristic collection does not circulate.

RESERVE BOOKS

Books placed on reserve by faculty for their courses may circulate for a period of two hours in the library or the patron may check out a reserve item overnight. If an item from the reserve shelf is checked out overnight the item must be checked out two hours before the library closes and must be returned to the library by 9:00 a.m. the following morning (if the book is checked out on Friday the book must be returned by noon on Saturday).

VIDEO RECORDINGS

The videotape collection is located in the Video Room in the Bound Periodical Floor (basement) of the west wing. Check with Circulation Clerks for more information regarding this collection.

RETURNING MATERIALS TO THE LIBRARY

Library materials may be returned by placing the materials in the book drop at the Circulation Desk. If a patron wishes to check his/her record for any outstanding fines or books, they may do so by asking the Circulation Clerk. Patrons with barcode information

may check their patron records online by visiting the www.ost.edu website and accessing the library home page and selecting the patron information link.

There is a book drop located outside of the library for your convenience to return books when library is closed. The book drop is checked for books every morning, except on Sundays.

SERVICES

HOLDS

A patron may place a book on hold by checking with the Circulation Clerk. When the book is returned, the patron is notified that the book is available for check out. A book will be designated a status of on hold for 48 hours. If the book is not picked up during the indicated period the book's 'on hold' status is removed.

Holds may be placed at the Circulation Desk, and will only be placed on items that are checked out. Holds are not placed on items that are on the shelf. Students must have the proper credentials to place books on hold.

RENEWALS

All patrons may renew library items up to four times. The renewal period for an item is the same as the checkout loan period. Renewals may be handled in person by bringing the items to the Circulation Desk, by e-mailing your name, the title and call number of each item to library@ost.edu or by calling the circulation desk at 210-341-1366 ext. 311.

A library item may not be renewed if a status of hold or recall is placed on it or if it has been given the status of lost. In such a case, the item may not be renewed until the status has been investigated and updated or until any overdue fines that apply have been satisfied.

COMPUTERS

Computers are located in the Patron Resource Center on the first floor (Floor 1) of the north wing. Computers are for registered students, faculty, and staff of Oblate School of Theology and for patrons who have DEO library cards. TexShare Patrons may use the computers only for retrieval of library materials.

All workstations are on a network printer located at the Circulation Desk. Printing from such computers is 10 cents per printed page (*a page printed on both sides is 20 cents*), and a valid school ID is required to activate the printing option on workstations.

Documents may not be saved on the computers' desktop or hard drive. Any documents found in the aforementioned will be deleted.

COMPUTER LAB

The Computer Lab in the library is primarily for the use of the faculty. Arrangements for the use of this room are handled through the office of the Information Technology Director.

DATABASES

The computers in the Patron Resource Center provide access to Microsoft components, E-mail, DEO Library catalog and databases. OST Registered students, Faculty and Staff may request remote access to databases at the Circulation Desk. For database access, see appendix A.

INTERLIBRARY LOANS (ILL)

Books, articles, and other library materials not found at the DEO Library may be available to patrons through the Inter Library Loan Program. This program gives **registered students** access to over 6,928 libraries worldwide. The service is free of charge. To place online interlibrary loan requests see Appendix A. Patrons that prefer in person requests may obtain interlibrary loan request forms from the Circulation Desk.

PHOTOCOPY

There are two copy machines available for patron use in the library. One is located near the Circulation Desk and the other is in the Periodical Reading Room. Charge for copies is 10 cents per exposure.

A valid school ID is required to operate the copy machines. Religious and Diocesan Students are the **only** patron groups that may charge their copies and printing once they have received approval from their respective houses and/or directors. Students are responsible for any charges not paid for by their respective dioceses and/or directors.

Students that are not part of a Religious Community or Diocese can see the Associate Director to deposit funds into their copy/printing accounts.

LIBRARY FINES/FEES

OVERDUE FINES/FEES

Patrons will be charged an overdue fine for library materials not returned to the library by the due date (*finer are defined in the tables on pages 3 & 4*). Concerning interlibrary loans, students are liable for overdue fines accrued at the lending institution.

Students/Patrons are responsible for costs relating to lost items. Invoices reflect charges for the book replacement cost and a processing fee of \$15.00. If the patron wishes to replace the item him/herself the patron may bring a new replacement copy (not a used copy) along with the \$15.00 processing fee to the Circulation Desk or to the office of the Associate Director to clear his/her patron record.

If an item has not been discharged (*checked-in*) in the Endeavor system and the item is not on the shelf the patron is responsible for any accrued fines/fees.

A patron is not permitted to circulate any library items if the patron's record indicates there is an outstanding balance on his/her account.

In the event that either the Director of Libraries or the Associate Director gives a patron an exception, the Circulation Clerk will attach a note to the patron's record that indicates the exception given, by whom it was given, the date it was given and the initials of the Circulation Clerk.

Patrons must adhere to the DEOL policies. Until overdue fines are reconciled, the patron may not withdraw library materials from DEO Library. Furthermore, as stated in the OST catalog "report cards and transcripts are not issued to students who have not met all financial obligations to OST," this also applies to financial obligations to DEO Library.

LOST BOOKS

The Associate Director will handle invoicing for lost books.

MASTERS PROJECTS/THESIS BINDING (Applies to graduating students only)

The graduation fee includes the cost for one bound copy of the thesis for the library. Program Directors are responsible for collecting the thesis from the student, signing off on the title page and submitting the loose-leaf copy of the thesis to the Cataloguer for binding. If the student wishes to acquire personal copies, the student can make

arrangements by contacting the Cataloguer. The student will assume the cost of binding plus handling fees.