

G.R. Little Library Circulation Policy

General Information

The Circulation Department is located on the first floor of the G.R. Little Library. The telephone number for the Circulation Department is 252-335-3427.

The Circulation Department issues library cards, maintains and circulates both the general collection and faculty reserve materials, houses and dispenses lost and found items, clear satisfied patron charges, issues remote access codes (NC live passwords), and manages the reserve book room.

Borrowing Procedures

ECSU faculty, staff, and students must have a G.R Little Library card or university ID card in order to check out materials. Area residents must show a photo ID in order to obtain a G.R. Little Library Card. Library cards are available at the Circulation Desk. Area residents are welcomed, but some services are restricted. Area residents should check with individual departments to determine available services. Borrowers must present library cards each time to check out and/or renew items. Borrowers are responsible for fines accrued by others who may use their card. It is the responsibility of the registered borrower to inform the Circulation staff if their library card is lost or stolen.

Loan periods vary as follows:

- ECSU Faculty & Staff – Books in the General Collection (fixed due date at the end of each semester)
Reserve materials (Overnight use only. Return before 9:00 a.m. the next morning).
- ECSU Graduate students – Books in the General Collection (4 weeks)
Reserve materials (Overnight use only. Return before 9:00 a.m. the next morning).
- ECSU Undergraduate students – Books in the General Collection (2 weeks)
Reserve materials (Overnight use only. Return before 9:00 a.m. the next morning).
- Area Residents (Friends of the library, Educators, K-12 teachers)–
(2 week loan on all circulating materials except reference).
Reserve Materials – Do not circulate

Check out procedures

1. Go to ECSU Homepage
2. Click on Library
3. Click on Library online catalog
4. Click on Search
5. Search by author, title, subject,
6. Locate books on shelf by DDC

Renewals

Books in the G.R. Little Library's collection can now be renewed on line! Go to ECSU's Homepage (www.ecsu.edu):

4. Click on G.R. Little Library Catalog.
5. Click on my account
6. Type in your library cards' ID number found at bottom of library card
7. Press enter
8. Your personal renewal screen will appear. Click on "Items Out".
9. Select the items to Renew and click the Renew button
10. Process complete

Note: This will NOT work if: the materials are past due. Patrons may bring materials to the Circulation desk to be renewed with their library card. Only in case of emergencies is phone renewals accepted.

Library Fines- All fines must be paid at the University Cashier's Office

Overdue Books -- .25 Per Day/ Per Book

Overdue Reserve Books, etc— \$1.00 Per Hour/ Per Book

Lost Books, etc—Cost of Book plus Preparation

Library Card Replacement – \$1.00

Mutilation and Theft— Suspended Library Privileges

Study Rooms/Carrels

Study rooms are assigned to ECSU students. Any student wishing to inquire about study carrels should call the Circulation department at (252-335-3427, between the hours of 8 a.m. – 6 p.m. Monday – Friday.

Reserve

Circulation reserve is located at the circulation desk of the G.R. Little Library. Faculty can reserve materials for classes anytime during the semester. Patrons wishing to checkout Faculty Reserve materials are required to have a library card or his or her student ID. Faculty reserve items can not be taken out of the library without the permission of the Instructor.

Professors interested in placing materials on Reserve for a particular course should plan on doing so at least one week before reading assignments are due.

Photocopy machines

Located on each floor of the library. The cost is ten cents (.10) per copy
Copy card is also available (see circulation staff)