

# GUIDE TO THE THRIFT LIBRARY

## GENERAL DESCRIPTION

The Thrift Library opened in January, 2007. It contains a collection of over 120,000 volumes including books, eBooks, bound periodicals, microfilm and fiche, audio visuals, CD-ROMs, music CDs, and other formats.

The library subscribes to over 100 databases and has full text access to more than 50,000 online periodicals. It is wireless.

The 53,000 sq. ft. building contains small group and individual study facilities, as well as the:

- Bunton Computer Lab
- McClellion Café (Java City)
- Vandiver Gallery
- Chapman Multimedia Center
- Chapman Conference Room
- Anderson Independent Curriculum Lab
- Pracht Seminar Room
- Stovall Conference Room
- Hopkins Special Collections
- Music Technology Lab

## LIBRARY HOURS

Sunday	3:00 p.m. - 12:00 a.m.
Monday -Thursday	8:00 a.m. - 12:00 a.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	11:00 a.m. - 4:00 p.m.

A book drop is available at the front of the library.

## FULL TIME STAFF

- Kent Millwood, Director - 231-2049
- Jane Hawley, Reference - 231-2050
- Anne Marie Martin, Reference - 231-5743
- Kay Maynard, Circulation / ILL - 231-2050
- Cheryl deHoll, Cataloging - 231-2863
- Lorraine Casey, Acquisitions - 328-1855

## GENERAL RULES AND REGULATIONS

All rules for campus behavior and dress apply.

There is a \$50.00 fine for food or drink in the library area. (Bottled water is ok.)

Please maintain an atmosphere conducive to study.

## CONTACT THE THRIFT LIBRARY

Phone - 864-231-2050 FAX - 864-231-2191

e-mail - [library@andersonuniversity.edu](mailto:library@andersonuniversity.edu)

Homepage -

<http://www.andersonuniversity.edu/library>

Off Campus Database Access -

<https://acproxy.ac.edu/>

## CIRCULATION POLICIES

### A. BOOKS - University ID Required!

1. Patrons not from Anderson University must show their driver's license and purchase an \$8.00 Patron Card good for one year.

2. Circulation Period - Books are checked out for a period of three weeks or until the end of the semester, whichever comes first.

3. Quantity - No more than five books per subject with a maximum of ten

4. Renewals - Books may be renewed three weeks at a time and may continue to be renewed throughout the semester if no hold is placed on the book. Renewals may be made over the phone by providing your user ID or online after obtaining a secret PIN (Personal Identification Number) at the Circulation Desk.

5. Holds - Students may place a "Hold" on checked-out material through the PAC by using your PIN. When the material is returned the library will contact the requester and hold the material for up to seven days. The current user of library material may not renew material on hold.

6. Limitations - Library users with un-returned books or excessive unpaid fines may not check out library materials.

### B. RESERVE MATERIALS - University ID Required!

Reserve Materials may be obtained upon request at the Circulation Desk. Most Reserve Materials are for one-hour use and may not leave the building.

Warning! Due to the fact that some instructors have dozens of items on reserve, students need to be able to provide the name of their instructor, the name and number of their class, and the correct title of the material.

### C. REFERENCE BOOKS / PERIODICALS

These materials may not leave the library except for classroom use by the instructor. A copier is available.

### D. AUDIO VISUALS / CURRICULUM LAB - University ID Required!

Three day check out.

## FINES

General Circulation Books - 10 cents per day, (Overdue books returned within nine days will not be charged. Fines may not exceed \$10.00.)

Reserve Material - \$1.00 per day. No grace period.

Audio Visuals / Curriculum Lab - \$1.00 per day. No grace period.

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## LOST MATERIALS

Students are charged replacement costs for lost materials. This includes the current price of the material plus a \$10.00 processing fee. No fines are charged for lost materials.

## INTERLIBRARY LOAN - University ID Required!

Interlibrary Loan requires approximately 7 days. Books are free. Photocopied articles cost \$2.00 - payable in advance. This service is available only to university-affiliated patrons.

## OFF CAMPUS DATABASE ACCESS

AU students may log on to the library's databases from anywhere in the world using their AU email name and password.

Go to <https://acproxy.ac.edu>

(Note that is **https** NOT **http**, and that there is no **www**.)

Use your email "name"

**Do not** include @andersonuniversity.edu

**Do not** include acnt\

Example:

Username	jsmith2421
Password	password

## NETLIBRARY (eBooks)

NetLibrary contains approximately 33,000 eBooks, available from anywhere at anytime. However, to use this resource you must first register as a NetLibrary user, and you must register from a computer located on the AU campus (laptops ok), Go to <http://www.netlibrary.com/>, and then click on Create a Free Account.

## ACCESS TO OTHER LIBRARIES

Anderson University students may use other college libraries in the state. Permission is granted through the use of a special Library Borrowing Card available at the front desk.

## SERVICES

11 Reference Computers*	Interlibrary Loan
100+ Databases	Document Binding
10 Group Study Rooms	Transparencies
B&W & Color Photocopy	Microfiche
Audio & Video Playback	Laminating
Color Scanning / Color Printing	

eBooks at <http://www.netlibrary.com>  
(You must register from an on-campus address!)

\*Some computers are equipped for the visually impaired.

## WIRELESS

The Thrift Library and AU Campus are wireless. Instructions for access are available at the Front Desk.

## STUDY ROOMS

The library contains 10 open-access study rooms. Reservations may be made by contacting the library at 231-2050.

## NON-LIBRARY FACILITIES / RESERVATIONS

The following facilities are located in the Thrift Building, but are not part of the Thrift Library. Inquiries regarding hours and support should be directed as noted.

### Bunton Computer Lab

Sunday	5:00 p.m. - 11:00 p.m.
Monday - Thursday	7:30 a.m. - 2:00 a.m.
Friday	7:30 a.m. - 3:00 p.m.
Saturday	5:00 p.m. - 11:00 p.m.

Supervised by the IT Department.

Phone - 231-2457 (Help Desk)

Email - [help@andersonuniversity.edu](mailto:help@andersonuniversity.edu)

### McClellion Café (Java City)

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 3:00 p.m.
Saturday & Sunday	5:00 p.m. - 11:00 p.m.

This facility remains open for after hours study for the same hours as the Bunton Computer Lab.

Supervised by ARAMARK

Phone - 231-5750

### Vandiver Gallery - Special Hours

Supervised by the Art Department

Contact Jo Carol Mitchell-Rogers - 231-2152

Contact Gary Patterson, Facilities Coordinator, 622-6005 to reserve the following areas. The library does not handle reservations.

- Bunton Computer Lab
- Vandiver Gallery
- Chapman Multimedia Center
- Chapman Conference Room
- Pracht Seminar Room
- Stovall Conference Room

## PARKING

Parking in the Thrift Library parking lot and behind the Rainey Fine Arts Center is free with an AU Parking Sticker. A temporary parking permit may be obtained at the AU Security Building at the campus entrance.