

Locating Library Materials

Books and Audiovisual Materials

Check the computer terminals located on all three floors and/or the card catalog on the first floor. Materials added from 1977 to the present, as well as many older ones, may be found on the computers. All materials added up until April, 1995, may also still be found in the card catalog.

Once an item is selected from the computer or the card catalog, the call number is the key to its location.

000-300.....First Floor
400-900.....Second Floor

The following abbreviations above the call number indicate materials in special locations:

A or Red Dot.....Special Collections Room*
AV.....Vault (see Director)
BC.....Bridgewater College collection*
Cass.....Cassette (first floor, behind card catalog)
CB.....Church of the Brethren (second floor)*
CD.....Compact Disc (first floor, near reference desk)
F.....Film (second floor)
FS.....Filmstrip (second floor)
J.....Juvenile (second floor)
MF.....Microform (ground floor, Jack Wages Microform Room)
R.....Reference (first floor)
RA.....Record (second floor, Listening Room)
Sp. Coll.Special Collections Room*
T.....Tape (second floor)
TR.....Transparency (second floor)
VF.....Vertical File (first floor, behind card catalog)
VR.....Video Recording (first floor)

*see a staff member

Government Documents

Located on the far side of the ground floor, except for items cataloged in the regular collection.

Microforms

Located on the ground floor in the Jack Wages Microforms area.

Newspapers

Located on the first floor, at the end of circulating collection.

Periodicals

Listed on the computer; a printed list is also located in the Answer Book Binders found throughout the library. Current periodicals are located at the far right and back wall on the first floor, while bound volumes are located on the ground floor.

Periodical Indexes

Periodical Abstracts and the New York Times Index are all available on CD-ROM. Workstations are located on the first floor. Other general and specialized indexes in paper are located on the index shelves adjacent to the reference desk.

Library Hours

Monday-Thursday.....7:45a.m. - 11:00p.m.
Friday.....7:45a.m. - 5:00p.m.
Saturday.....9:00a.m. - 5:00p.m.
Sunday.....1:30p.m. - 11:00p.m.

Hours for holiday periods, summer sessions, and other special occasions will be posted at the library entrance.

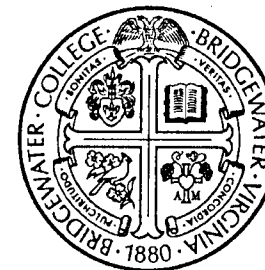
Museum Hours

Monday-Friday.....1:00 - 5:00p.m.

Directory

| | |
|--|------|
| | Ext. |
| Acquisitions..... | 5411 |
| Cataloging..... | 5414 |
| Circulation..... | 5413 |
| Director..... | 5410 |
| General Information..... | 5411 |
| Interlibrary Loans..... | 5415 |
| Museum..... | 5462 |
| Reference Desk/ Information Technology..... | 5415 |
| Reference/Government Documents..... | 5672 |
| Reserves..... | 5413 |

Alexander Mack Library Guide



Bridgewater College
Bridgewater, VA 22812
Phone: (540) 828-5411
www.bridgewater.edu/departments/library

Circulation Policies

Loans

Books and audiovisual materials circulate to students, staff and community cardholders for a two to three-week period. Borrowed materials are always due on a Monday. Faculty members may check out materials for an entire term.

Your ID card *must* be presented for each transaction. It is not a good idea to lend your ID card to another person since the cardholder is the person responsible in case of fines or loss of materials.

Reference books and periodicals do not circulate. Materials from special collections circulate at the discretion of the Director.

Renewals

Materials may be renewed at the end of the loan period unless they have been requested by someone else. No renewals are made by phone.

Reserves

Materials on reserve are kept at the Circulation Desk. Upon presentation of an ID card, materials may be used in the library. There is a limit of two at a time per person. Materials do not circulate overnight.

Fines

The fine for overdue materials is \$.25 per day per item. There is a three-day grace period in which no fine is charged. On the fourth day, however, there is a charge of \$1.00 per item (a cumulation of the first three days plus the fourth) and \$.25 for each succeeding day.

If overdue materials are not returned within 14 days of the due date, borrowing privileges will be suspended until the material is returned. If materials are not returned within 14 days of the due date, the replacement fee for the materials will be added to the patron's account.

Lost Materials

The borrower is responsible for replacement costs. The minimum cost is \$40.01, plus a \$5.00 processing fee.

Cooperative Agreements

Reciprocal library borrowing privileges are available for Bridgewater College students, staff, and faculty at Eastern Mennonite University, James Madison University, and Mary Baldwin College. Bridgewater patrons must abide by the rules of those libraries when borrowing their materials.

Interlibrary Loan

Any patron needing materials not available in the Alexander Mack Library may request an interlibrary loan at the Reference Desk. The borrower pays a \$.50 charge per item to help cover the cost of postage. Requests are made by filling out a form at the Reference Desk. *Please allow at least two weeks for materials to arrive.*

General Information

Faculty Study Rooms

Located on the ground floor and second floor, the rooms are assigned through the Director's Office.

Food, Drinks, and Tobacco Products

In order to protect library materials and keep reading areas clean, *food, drinks, and tobacco products are not permitted.*

Listening Room

A listening room for records, CD's, and cassettes is provided on the second floor, to the left of the stairway.

Photocopiers

For your convenience, two photocopiers are located in rooms adjacent to the computer terminals on the first floor. A third copier is located at the foot of the stairway on the ground floor. The charge is \$.10 per copy.

Restrooms

Women's restrooms are located on the first floor in the back left corner and on the ground floor in the back right corner. Men's restrooms are located on the second floor in the back left corner and on the ground floor in the back right corner.

Special Collections

Bridgewater College Collection

Materials by and about Bridgewater College are kept in the J. I. Baugher Special Collections Room on the ground floor. Please see a staff member for access to this collection.

Church of the Brethren Collection

First copies of all Church of the Brethren materials are kept in the Brethren Room on the second floor. Duplicate copies which circulate are located on the far right end of the stacks on the second floor. Anyone needing materials located only in the Brethren Room must see a staff member.

Church of the Brethren Hymnal Collection

The Donald R. Hinks collection of hymn books and hymnals dates from 1720 to the present. It is the most complete collection of its type in existence. Please see the Library Director for access to this collection.

Genealogy and Virginiana

This collection, located in the Special Collections Room on the ground floor, is available for use Monday-Friday, 8:00a.m. until 5:00p.m. Please see a staff member for access to the collection.

Government Documents

Bridgewater College has been a selective government depository since 1902. Many of the books have been cataloged in the regular collection. The remainder of the government documents is located on the far side of the ground floor. Monthly catalog is available on cd-rom.

Museum

Located on the ground floor of Cole Hall, the Reuel B. Pritchett Museum, established in 1954 by the late Rev. Reuel B. Pritchett of White Pines, Tennessee, features approximately 10,000 historical items.

Textbook Collection

The Donald R. Hinks textbook collection includes over 4,000 textbooks from the late 18th century through 1941. It is located in the J. I. Baugher Special Collections Room on the ground floor. Please see a staff member for access to this collection.