# TREXLER LIBRARY
2755 STATION AVENUE
CENTER VALLEY, PA 18034
610-282-1100, ext.1266 (Main Desk)

## STAFF EXTENSIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Malone, Library Director</td>
<td>x 1253</td>
</tr>
<tr>
<td>Gloria Biser, Day Circulation Supervisor</td>
<td>x 1266</td>
</tr>
<tr>
<td>Heather Craft, Eve. Circulation Supervisor</td>
<td>x 1361</td>
</tr>
<tr>
<td>Eve. Public Services Librarian</td>
<td>x 1443</td>
</tr>
<tr>
<td>Amy Manns, Computer Systems Librarian</td>
<td>x 1258</td>
</tr>
<tr>
<td>Michele Mrazik Grasso, Public Services Librarian</td>
<td>x1612</td>
</tr>
<tr>
<td>Scott Parkinson Technical Services, ILL</td>
<td>x1257</td>
</tr>
<tr>
<td>Loretta Ulincy, Public Services Librarian</td>
<td>x 1346</td>
</tr>
<tr>
<td>One Button Studio</td>
<td>X1745</td>
</tr>
<tr>
<td>TTC/MakerSpace</td>
<td>x 2839</td>
</tr>
</tbody>
</table>
## Contents

**Introduction** 3-5  
- World CAT/World Share  
- Work Schedule  
- When Reporting for Work  
- Blackboard  
- Opening Procedures  
- At The Start Of Your Scheduled Shift

**Checking Out an Item** 5-8  
- ID cards  
- Loan Periods For Library Items  
- Check Out Procedure  
- Renewing Checked Out Items  
- Security System

**Checking In an Item** 9-10  
- Check In Procedure  
- Overdue Items  
- Collecting Fines  
- Shelving Books

**Other Circulation Desk Responsibilities & Activities** 11-13  
- Shelf Reading  
- Change Drawer  
- Envelopes in Cash Drawer  
- Room Reservations  
- Telephone

**Copies** 14  
- Making Photocopies  
- Printer Supplies  
- Color Copies

**Patron Registration** 15

**Material Types** 16-21  
- Online Catalog  
- Media Collection  
- Books  
- Placing a Hold  
- Periodicals  
- Reserve Materials  
- Laptops  
- Equipment

**Interlibrary Loan** 22-23  
- Borrowing an Item  
- Charges  
- When A Borrowed Item Arrives In Trexler Library  
- Chestnut Hill Students  
- Marywood Students

**LC Classification System** 24

**Miscellaneous** 25  
- Library Hours  
- Library Maps  
- Notes  
- Privacy Laws

This manual is designed to assist you in becoming familiar with the workings of Trexler Library, with a specific focus on the Circulation Process.
WorldCat Discovery is used to identify and locate the materials found in Trexler Library, as well as other locations. WorldShare Management System (WMS) is used in Trexler Library to manage the checkout of materials. It is essential that you understand the basic workings of these systems in order to assist our patrons. You will be given instructions for using both of these systems during your training. At any time while working in the library, please ask your supervisor if you need help with a procedure.

Work Schedule

You are expected to work during your scheduled time. If you are sick and cannot come in to work, please phone your supervisor as soon as possible. Staff extensions are listed inside the front cover of this manual, or call the main desk at x1266. If you know you will be unable to work your regularly scheduled hours, no matter the reason, you MUST post for a substitute on Blackboard. You are responsible for finding a replacement in all but emergency situations.

You will be granted three excused absences without affecting job employment, and two unexcused absences.

More than 3 absences during a semester will be reflected in your performance evaluation and will affect your future employment. Failure to post for a sub, or inform your supervisor that you will not be working will be an unexcused absence. Two unexcused absences will result in a mid-semester job performance evaluation.

Schedules will be posted for exam week, breaks and holidays. You are expected to work your regular schedule up until the time the University officially closes. A sign-up sheet will be placed at your sign in station for exam week, along with the sign-up sheet for the following semester. Please sign up for your regular number of hours during exam week.

If you are available and interested in working over breaks and holiday vacations, please let your supervisor know.
**Introduction**

**When Reporting For Work**

- Please sign in on the student login sheet and record your time on your timesheet.
- Backpacks, coats, etc. should be stored in the closet: you are not permitted to do homework or check personal email while on duty in the library.
- Check Blackboard using the computer at the student worker desk for announcements, to post for a sub, or to check email from student workers in need of a substitute.

**Blackboard**

- The Blackboard program is used to improve communication between both student workers and between the Library staff and the student workers.
- Go to https://desales.blackboard.com
- Log in. (User name, password, click log in). The MY DSU log in will allow access to your email, Blackboard, WebAdvisor, and Trexler Library edatabases.

The Circulation Assistants “course” is available under “Organizations” CSA 101-09.

Check the *Discussion Forums* for posting and responding to requests for subs. Please check *Announcements* for daily announcements concerning circulation desk procedures, changes, etc. All student workers will be responsible for checking Blackboard after signing in at the start of your scheduled work time.

**Opening Procedures**

If you are working the first shift of the day, as part of the opening procedures, you need to open WMS.
- Log into the network using the libstaff log in and the current Bulldog_ _ password
  - Click on the WorldShare student log in shortcut on the desktop.
  - Sign in using your MyDSU user name and password.
  - Select Trexler Library, and click OK.
  - Log out at the end of your shift.
At The Start Of Your Scheduled Shift

- Sign in at an available circulation station at the beginning of your shift using your MyDSU username and password.
- You are now signed in to WMS, and your name appears in the upper right corner of the screen. Here is where you will need to log out.
- As there are usually 2 students working per hourly shift, one student will be signed in at one station, and the other will sign in at the other station. Please use the station you are signed into while you are on duty assisting patrons.
- You must log out at the end of your shift.

Checking Out an Item

ID Cards

When a patron wants to borrow an item (reserve, book, media, etc.), they MUST present their DeSales University ID, a Trexler Library patron card, a Marywood College or a Chestnut Hill College identification card. All four acceptable cards should have barcodes. If a DeSales patron does not have an ID or Library Card, refer them to the University Card Office for their photo ID. If it is not possible for them to go to the card office, your supervisor can issue a blue library card. If the patron is not registered, please ask them to fill out a registration form (see “Patron Registration”) located in the purple folder in the folder file to the left of the column, and contact your supervisor to create a record.

All books should have an item barcode (it begins with 3 2072) on the inside back page or on the front cover. The barcode for DVDs will be on the inside of the case. Reserve materials will have the barcode on the outside, either on a sleeve or on the file folder. If an item does not have a barcode, ask a supervisor for assistance.

Loan Periods For Library Items

Books – 30 days
Media – 7 days
Reserve items: Books – 2 hours, Photocopies – 2 hours, Media - 3 hours
Laptops – 2 hours
ILL Books – Due date will be noted on the white label on front of book

Faculty/Staff will have varied loan periods. Write the due date that appears to the right of the item after checkout on the date due grid.
**Check Out Procedure:**

You must be logged into WorldShare

![WorldShare Interface](image1.png)

Click on the Circulation Tab. This is the only tab you will be using. All student functions are performed from this tab.

- Click on Assist Patrons, if not already expanded, and click in the barcode box.
- Scan the patron’s barcode to bring up their record to perform checkouts, collecting fines, or renewing items. You will see the patron’s name at the top left of the screen. All items currently checked out to the patron will be listed below, under the enter barcode box. Any overdue items, money owed, and holds are viewable just above the box.
- Scan each item’s barcode
- The newly checked out items will be added to the top of the list, with the due date showing in the due date column.
- Stamp due date on the slip in the back of the book or write it in if it is a date other than the 30 days set on the stamper.
- Deactivate the books and pass media around the security system.
- When you have finished assisting a patron, close their record by clicking on the X next to their name listed just below the Search button on the left.
- *If a message appears after scanning the patron’s barcode not allowing a checkout because the patron “owes too much money”, the patron will need to pay at least a portion of the money owed before they will be allowed to check out any items.
- *Refer any messages that may appear during the transaction to a supervisor.
Security System

The materials in Trexler Library are all tagged with security tags. If a patron goes through the gate and the alarm sounds, ask the patron to return to the Circulation Desk. Check all library books to determine that they have been signed out. This can be done either by checking the due date stamped in the back of the book, or by checking the patron record. Deactivate books again if necessary. If a book does not deactivate, inform your supervisor, and fill out a problem card. Any type of media is not deactivated should be passed over the rope at the security gate and handed to the patron.

Please do not instruct patrons to hold items over the security system.

Please see your supervisor for information on the following:

- Emergency Checkout Procedures
- Patron Registration
- Computer Problems
- System Messages
Renewing Checked Out Items

- Scan the patron’s card to access their record.
- To renew items, from the list of checked out items, select the item to be renewed by clicking in the box next to the item title. Click on the renew button on the lower left. The new due date will appear in the due date column. Record the new due date.

Renewals may also be done by phone. Ask the patron calling to read their barcode to you and then key it into the system to bring up the patron’s record. Or, you may follow instructions to search by name. Verify the address on the record to be sure you have the correct record.

**Patrons may also renew their books online from the library’s website.**

1. From the library home page (http://www.desales.edu/library), Choose “Renew Online” from the left menu bar and follow directions to sign into your WMS account
2. Select the Items you wish to renew and click on the Renew button.
3. A new due date for each renewed item.
4. If there are any problems, patrons may call the circulation desk at 610-282-1100, x1266.
**Checking In an Item**

**Check In Procedure:**

To check in items –

From Assist Patrons, click on the Check In button. Scan all item barcodes. Messages concerning the item will appear in the Action column, last column to the right, not in a pop up. Click on the Clear button to clear the screen. The Check In function will remain on the screen until you assist another patron.

When a patron returns an item, it is important to watch the screen during check in. This is to ensure that the item has been checked in and that there are no problems with the item. While checking in items, if a message appears in the action column, telling you the book’s status is “LOST”, “MISSING”, “CLAIMS RETURNED”, or “BILLED”, please place the item with a post it on your supervisor’s desk.

All items should be checked in immediately when returned. If you find an item lying on the counter, please check it in. This will avoid any problems with books that have been returned, not checked in, shelved and an overdue or billing notice being sent to the patron.

If the check-in occurs without a problem, reactivate the item and place it on the appropriate sorting shelf/cart to be re-shelved.

Books in the General Collection should be placed on the appropriate carts to be re-shelved.

Books in Special Collections should be place on the appropriate shelves to be re-shelved.

If it is a Reserve Item, return it to the appropriate Reserve Shelf.

**Items In Need Of Repair**

If you notice any book that needs mending, (dust jacket needs to be reattached, torn spine, pages, etc.) place it on the Repair Pile located to the right of the sink in the circulation area.

**Overdue Items:**

The overdue fines for Library Materials are as follows:

Books – no daily fine for books, but patrons will be charged for the replacement of the book, including billing and processing fees, if it is not returned.

Reserve Materials - $.50 per item per hour

Media - $.50 per item per day.

Laptops - $10.00 per any part of an hour.

ILL books - $1.00 per day, assessed by the ILL department
Collecting Fines

- To collect a fine, click on the Bills tab on the patron’s record. All fines and bills owed will be listed. Select the fine you will be collecting, and click on the Pay/Waive/Refund button on the lower left.
- The action is defaulted to pay, (do not change this) and the amount to pay is showing. Enter the amount tendered, and choose if the patron would like a receipt. There are no payment method options. We can only accept cash or check. Click on resolve.
- After you collect the fine, place the money in the appropriate envelope in the cash drawer.

Shelving Books

Your supervisor will explain the shelving process. All new students are required to view the LCEasy computer program to learn the basics of The Library of Congress classification. This will provide you with an understanding of our shelving arrangement. All student workers are responsible for shelving in all areas of the library with the exception of the Salesian and More Collections in the McFadden Room, and anything in the storeroom.

- A second check in of all items should be done immediately before shelving any items from the carts. This will ensure an error was not made, and the item has been checked in.
Shelf Reading A Section

All Circulation Desk Workers are responsible for maintaining a section of the book/periodical collection in the library. Shelf reading should be done as part of each hourly shift.

1. Shelf reading an assigned section.
   Shelf reading is:
   • Making sure all books are in the correct Library of Congress Order.
   • Correcting any errors.
   • Shelves should be neat. All books should be blocked or edged. (Spines should be flush with the front edge –
   • There should be even spacing at the end of each shelf. Shift books within that column of books to achieve even spacing.
   • Books should be held upright – slide book end to the left.
   • Shelf Reading should be done as part of every hourly work shift.
Other Circulation Desk Responsibilities & Activities

Cash Drawer

Bills larger than $20.00 are not accepted. Refer patrons with large bills to the treasurer’s office for change. If you notice that change is unusually low in the cash drawer, please inform your supervisor and follow his/her instructions.

Envelopes in Cash Drawer

In the front of the cash drawer at the Circulation Desk, you will find several white envelopes. The envelopes are labeled “Fines”, “Photocopies”, “Coffee”, “Snacks”, etc. When collecting money for any of these transactions, place only the amount for that transaction in the appropriate envelope. If a patron does not have the exact amount, place the money received from the patron in the wooden change drawer. Make change from the drawer for the amount received, place the money owed into the appropriate envelope, and give the patron the change that is due them.

Room Reservations

The McFadden Room, Silent Study Room, One Button Studio, 4 glass study rooms for small group study

Reservations are required for the McFadden Room, the One Button Studio, and the 4 glass study rooms. They are not required for the 3 small group study rooms in the rear of the first floor, or the Silent Study Room located on the first floor behind the Circulation Desk. Reservations are done online through our Room Scheduler. The scheduler is accessible from a link on the library’s home page. Students should make their own reservations.

http://desales.libcal.com/booking/studyrooms

1. The McFadden Room is available to students for small group study. There must be at least 3 students in the group. The room may be reserved for two hours, with renewal if the following time slot is available.
2. The student representing the group must sign a policy statement found in the blue binder labeled “McFadden Room”
3. The key to this room must be checked out to the student and we will hold their ID until the key is returned.

Any requests from faculty/staff for classroom reservations (TTC, PCII, or Air Products Rooms) should be referred to your supervisor, as reservations for these
rooms must be made through the Registrar’s Office. Faculty/Staff may also reserve the McFadden room through the Room Scheduler.

One Button Studio

Create high quality videos of your presentations in 4 easy steps using one button.

1. Insert your USB flash drive.
2. Press the button to record.
3. Press the button again to stop recording
4. Remove your flash drive with your saved recording.

Reserve your time using Trexler Library’s Room Scheduler on the library’s website.

A Quick Start Guide is available in the studio.
ONE BUTTON STUDIO

OPENING/TESTING PROCEDURES

1. Take the room key with you as well as the pouch containing the mouse, the test flash drive and instructions located in the key cabinet.
2. Turn on the laptop; camera should be on. If not, turn it on.
3. Mondays only: on the system monitor, the volumes folder should be highlighted; click open. Minimize any other folders or windows that appear. Click on the button icon that may be in the center of the monitor.
4. Insert the flash drive.
5. Press the button to test that the system is recording and record a short video.
6. Press to stop recording and remove the flash drive.
7. Using the laptop, view your recording and report any problems to the staff.

IF THE SYSTEM DOES NOT START, OR THERE IS A PROBLEM AT ANY TIME DURING THE DAY, YOU WILL NEED TO RESTART THE SYSTEM:

1. At the upper left corner, go to the apple icon (finder), then select start system.
2. Wait for system to restart.
3. Open the volumes folder, and test the recording.
4. If the system does not restart, or if the system is not recording, report this to a staff member.
   *Turn off the mouse and return the pouch to the circ desk*
Other Circulation Desk Responsibilities & Activities

Telephones

The telephones on the Circulation and Reference Desks are NOT to be used by students or patrons to make personal calls. There is a campus phone in the first floor Small Group Study Room and in the foyer.

When answering the phone, please answer “Good Morning/Afternoon/Evening, Trexler Library.” If a message is to be left, please fill out a message slip. Put your initials, your phone number, the time and date on the slip in case clarification is needed. Place the message on the appropriate staff desk, or in their mailbox. You may also give the message to your supervisor, so that it can be passed on to the appropriate person.

Calls can be forwarded as follows: Press the Recall/Flash/Transfer button, enter the extension where the call is to be forwarded, then hang up after you hear a ring. (From the main extension, you will need to press transfer again after hearing the ring)

From the student desk, you may answer a call on the library’s main extension 1266 by lifting the receiver and pressing * 7.

Photocopies

Photocopies are $.10 per page; however, the copiers do not accept change. Patrons may use their Paws Bucks accounts to make copies. Any patron with a photo ID has access to a Paws Bucks account.

Patrons without photo IDs, may purchase a re-loadable Visitor’s Copy Card at the load station located in the first floor reference area at the end of the ramp to the left of the photocopier.

Directions for adding funds to a Paws Bucks account, purchasing a Visitor’s Card, or checking account balances are viewable at the load station. After purchasing, Visitor’s Cards must be swiped in the load station within 1 minute to activate the card. Any money that is held in the load station due to malfunctions must be reported by the patron to the University Card Office. The library does not refund money for these errors.

Patrons may also scan documents and save an electronic copy to their flash drive. Patrons need to scan their IDs to activate the copier, then insert their flash drive and
follow directions to choose to save to an external memory device. No charge will be deducted from their account for this service.

There is no charge for copies using the microfiche/microfilm machine located behind the Circulation Desk.

**Printer Supplies**

All circulation workers are responsible for refilling the paper trays in photocopiers and printers, and replacing toner in all public printers in the library, including the computer labs. Toner cartridges for the first floor printers are stored on the shelves next to the paper at the Circulation Desk. Toner for second floor printers is stored in the PCII printer cabinet. A supply of paper is stored at both locations, and may be used anywhere in the library. You will receive individual instructions on these procedures. If you have not received instructions, please do not attempt to replace toner.

Please see your supervisor if a new toner cartridge is needed for any of the photocopiers or microfiche machine.

**Color Copies**

Trexler Library does not offer color printing services. If a patron requests a color printout, please refer them to the Minuteman Xpress, located next to the DeSales Bookstore in the DeSales University Center. This print shop offers many printing services, as well as a color photocopier.

If a patron does not have a barcode on his/her ID card, or if you scan a patron’s barcode and the message “No patron found with barcode #” appears, the patron is not registered in the library’s system. Please ask a supervisor to register the patron.

**Registering Patrons:**

**If a supervisor is not immediately available:**

- Have the patron fill out a Library Registration Form which can be found in the blue folder next to the first Millennium Station. (Be sure all information is included.)
- If the patron already has a barcode on his/her ID card, copy the number onto the registration form.
- If the patron does not have an ID card, but is a student in one of the DeSales University Masters Programs or a faculty, staff or administrator, give them a Library Card with a barcode on it and copy the number onto the registration form.
Patron Registration

DO NOT offer to register any other type of patron without consulting a supervisor. This includes students from Chestnut Hill, Marywood, and other colleges in the area.

If the patron would like to take out items and a supervisor is not available to register him/her:

- Write the title, call number and barcode number (it begins with 3 2072 and is found in the back of the book or on the front cover) on a slip of paper.
- Staple the paper to the patron registration form.
- Stamp the due date in the back of the book, deactivate it and give it to the patron.

If it is a reserve item:

- Write the barcode and title on a slip of paper.
- Staple it to the patron registration form.
- Inform the patron that he/she can have the item for 2 hours.

In both cases, put your initials and date on the bottom of the Patron Registration Form, and hand the form with the card(s) attached to your supervisor as soon as possible.

Online Catalog

- Student workers should use the New WorldCat Search found on the library’s homepage to assist patrons in their search for library materials. Go to www.desales.edu/home.academics/trexler-library, or go to www.desales.edu and click on library.
- Do not use the Discover Items link on the left menu of the Circulation Tab to search the catalog.
- A list of the Library of Congress (LC) Classification System can be found on the second last page of this manual.

There are various types of materials in Trexler Library. Listed below are the types and the circulation period, along with fines and any restrictions that may apply.

Media Collection

The Media Collection is divided into 4 sections; Compact Discs - call number will end in CD; Videos – call number will end in VIDEO; Audio Cassettes – call number will end in CAS; and DVDs – call number will end in DVD (unless the video/DVD is part of a set, and then the pt. or Vol. # will be the last line after DVD)
**Material Types**

**Our Video, Audio Cassettes and CD collections are shelved in the Technology Center/Archives storeroom. These items are labeled “Shelve in Technology Center”. The location of these items is shown in our online catalog as “Technology Center”. Please ask a staff member if anyone is requesting one of these items. All DVDs are shelved on the first floor.**

**The empty original DVD cases are shelved in the Media/DVD section. The DVD is stored in a binder behind the circulation desk. Patrons will bring the original case to the desk for check-out. Using the call #, find the binder where the DVD is stored, remove the DVD and place it in the original case for checkout. When you check in a DVD, remove the disk from the original case and return it to the binder. The original case should then be placed on the media sorting shelf to be shelved in the DVD section.**

- Items circulate for 7 days, may be renewed and may be placed on hold.
- The overdue fine is $.50 per day.
- Items on Permanent Reserve in this collection, marked with orange bands, may be used only in the Library – with the exception of Faculty.

**Trexler Library does not charge a daily overdue fine for books in the General, Alumni, Curriculum, Campbell, Faculty Publications, Kerr, Salesian, More, National Security, Oversize or Pamphlet Collections, but patrons will be charged for the replacement of the book, including billing and processing fees, if a book is not returned. Fines will be charged for overdue Media, Reserve Items, Laptops, or Interlibrary Loan Books.**

**Books:**

**General Collection**
The books with call letters A through Q of the General Collection are located on the second floor of the Library. The collection continues on the first floor with books having call letters R through Z. Books circulate for 30 days, can be renewed, and can be placed on hold.

- The circulation for Faculty, Staff and Administrators will vary. Check the screen for the correct date, and then write it in the back of the book on the date due slip.

**Reference Collection**
The Reference Collection is located on the first floor of the Library.

- Reference books do not circulate outside of the Library.
- The call number on all books in the Reference Collection begins with “REF.”
- Atlases are located at the end of the Reference Collection.
Material Types

Alumni Publications
The Alumni Collection is located in the storeroom. Books circulate for 30 days, may be renewed and may be placed on hold
- The call number on all books in the Alumni Collection begins with "ALUM"
- Please refer to your supervisor if a patron is requesting a book from this collection.

Curriculum Collection
The Curriculum Collection is located after the Bound Periodicals on the first floor of the library.
- Books circulate for 30 days, can be renewed, and can be placed on hold.
- The call number on all items in the Curriculum Collection begins with a "CURR."

Campbell Conference Room
The Campbell Conference Room is located on the first floor. Please notify a supervisor if a patron would like to have access to the Campbell Collection.
- Books circulate for 30 days, can be renewed, and can be placed on hold.
- The call number on all books in the Campbell Conference Room Collection will begin with “CCR.”

Faculty Publications
The Faculty Publications Collection is located in the first floor lobby area on the ledge above newspapers and popular journals. Books in the Faculty Publications Collection circulate for 30 days, can be renewed and can be placed on hold.
- The call number on all books in the Faculty Publications Collection begins with FACPB.

Kerr Collection
The Walter Kerr Collection is located on the second floor to the right of the Professional Journals.
- Books in the Kerr Collection circulate for 30 days, can be renewed and can be placed on hold.
- The call number on the books in the Kerr Collection will begin with "Kerr"
McFadden Room
The McFadden Room is located on the second floor. This room is kept locked at all times. Please notify a supervisor if a patron would like to have access to the Salesian or More collections, which are shelved in this room.

- Salesian and More books circulate for 30 days, can be renewed, and can be placed on hold.
- The call number on the books in the Salesian Collection begins with “SAL” and those in the More Collection all begin with “MORE.”
- Shelving in these collections will be assigned.

National Security Collection
The National Security Collection is located on the first floor, in the last two alcoves after the end of the Reference Collection.

- Books in this collection circulate for 30 days, can be renewed, and can be placed on hold.
- The call number on the books in the National Security Collection will begin with “SECUR”

Oversize Collection
The Oversize Book Collection is located after the Bound Periodicals on the first floor.

- Oversize books circulate for 30 days, can be renewed, and can be placed on hold.
- The word “oversize” precedes the call number label on these volumes.

Pamphlet File
The Pamphlet File is located in the file cabinets at the student sign in area. The call letters are PAM followed by a number.

- Pamphlets may be checked out and circulate for 30 days. Barcodes are located inside the back cover, and the security strips should be deactivated.

Placing a Hold on an Item
While using our new Discovery Search, after locating an item in our Collection, DeSales patrons may place a hold on an item that is currently checked out by clicking on the Place a Hold button. This will ensure they are the next patron that will be able to check out this item. Patrons may also place a hold on an item that is not currently checked out, so they may pick up the item on another day. Patrons will receive an email notice
when their item is available to be checked out. When they come to the circulation desk, locate their item on the Hold Shelf, and check out the item to them.

**Periodicals**

Trexler Library has over 1,500 periodical titles in its collection. These periodicals are a paper copy, microfilm, or microfiche. Older issues of paper copies, and microfiche or film, are shelved in alphabetical order in the Bound Periodicals area on the first floor. Current issues, usually the current year, are shelved in the Current Periodicals area on the second floor, or in the Newspaper area on the first floor. Older issues of the daily newspapers are shelved on the last unit of the Bound Periodicals. In order to determine if a periodical is owned by the library and where it is located, consult our online catalog. From the Library webpage click Journal Titles A - Z to search for periodical titles. Periodicals do not circulate outside the Library.

**Reserve Materials**

Reserve materials are located on the Reserve Shelves behind the Circulation/Reference Desk. All materials are shelved in order by Course – Instructor. Reserve materials are for use in the library only. All materials must be signed out, even if a patron just wants to make a copy of it. Faculty and staff must sign out any Reserve materials, unless they are removing them from the Reserve Shelf.

Books and photocopies circulate for 2 hours in the Library only, and can be renewed. Media circulates for 3 hours. The overdue fine is $.50 per item, per hour.

**Placing Items on Reserve**

- Items are placed on the Reserve Shelves at the request of instructors for use by the students in their class. They are shelved in order on the Reserve Shelves by course, course number, and instructor’s name. Reserve items must be used in the library.

- When an instructor presents items to you to be placed on Reserve, please check to see that they have attached a Reserve Request Form for the item.

- If there is not a completed form attached, please have the instructor fill out the appropriate form, and attach it to the item. If there are multiple copies of the same item, only one form needs to be filled out. The forms are available at the Circulation Desk in the cabinet below the right Millennium station.

- Please be sure the faculty member has signed the copyright waiver on the reserve form.

- Hand the completed form and item to your supervisor or place in the blue reserve crate in Michele’s office
Removing Items from Reserve

When an instructor requests that an item be removed from the Reserve Shelves, it should be done in the following manner. After removing the item(s) from the shelf:

If it is an instructor’s personal copy of an item:
  • Remove the blue/green sleeve from the front cover and return the item to him/her.
  • Write your initials, date, time and “REMOVED FROM RESERVE” on the sleeve and place it in the reserve bin in Michele’s office.

If it is a library copy of an item:
  • DO NOT remove the blue/green sleeve from the front cover.
  • Write your initials, date, time and “REMOVED FROM RESERVE” on the sleeve and place it in the reserve bin in Michele’s office.

If it is an instructor’s photocopy:
  • Remove the copy from the folder and return the photocopy to him/her.
  • Write your initials, date, time and “REMOVED FROM RESERVE” on the white label taped to the folder and place it in the reserve bin in Michele’s office.
Laptops

Laptops with wireless network access are located in the cabinet behind the circulation desk. They circulate in the library for 2 hours to faculty, staff, and students. A DeSales ID is needed to check out a laptop.

- The patron needs to present a valid DeSales ID.
- Have the patron fill out and sign a Laptop Responsibility Form" which is located in a folder on top of the laptop cabinet.
- Remove a laptop from the cabinet along with the corresponding pouch.
- Check the laptop out to the patron, inform them of the time it is due. Initial the form that you did the checkout, and circle if a pouch, headphones and/or mouse was included in the checkout. Headphones and/or a mouse must be checked out in our system.
- Place their ID in the drawer marked patron IDs, place the check-out form in the tray on top of the laptop cabinet
- When the patron returns the laptop, check it in. Check the laptop for any noticeable signs of damage.
- Return the patron’s ID card.
- Initial the checkout form indicating that you did the return and place the form in the completed laptop check out forms folder.
- Return the laptop to the appropriate shelf in the charging cabinet. Be sure the laptop is shut down and off. Plug the charging cord into the laptop.
- Cords should be stored neatly on the shelf with the accessory pouch next to the laptop.
- Never remove the charging cords from the laptop cabinet or interchange contents of pouches. Each pouch contains accessories to a specific laptop.
- Printing from laptops is available through PaperCut. Follow the directions for wireless printing.

Equipment

- LCD projectors, digital cameras, laptops (for Faculty only), etc. are available for circulation to patrons. Reservations may be made by contacting Amy Manns at x1258.
- Equipment that is picked up at the Circulation Desk should be checked out to the patron and checked in when returned.
- Place returned equipment on the “Equipment Pick Up/Return shelves” located on the shelving unit near the staff work area next to the sink.
Interlibrary Loan

If a patron cannot find the material they need in Trexler Library, it may be possible to obtain it through Interlibrary Loan. Students, faculty and staff are eligible for interlibrary loan privileges. Community and nonaffiliated patrons are referred back to their public library or workplace for services available to them at that location.

Borrowing an Item

Interlibrary loan can only be requested by registered DeSales patrons.

Items may be requested here in the library or online from a link through the library’s Discovery Search, databases, or the Help Guide.

If a patron requests a form here in the library:
- Give the patron the appropriate form. Forms are available at the Circulation Desk for photocopies of periodicals (yellow form), books (blue form), and media (orange form). MEDIA REQUESTS ARE FOR FACULTY ONLY.
- Please check that the patron has filled out the “Date Needed By” section. There must be a specific date; forms with ASAP will not be processed.
- All forms MUST be signed by the patron.
- Tell patrons that are requesting books they will be notified when the book has arrived at Trexler Library.
- Requests for photocopies will be emailed to the address given on the form
- Hand the completed form to your supervisor or place in Scott Parkinkson’s mailbox.

When books that have been requested from other universities through Interlibrary Loan have been received and processed, they will be brought to the circulation desk. Patrons will receive an email when items are available. When a requested item arrives in Trexler Library it is placed on the ILL shelf at the Circulation Desk to await the patron’s pickup.

For books:
- Deactivate the book.
- Books that have been borrowed are not signed out using our Circulation System.
- Hand the book to the patron and inform him/her of the due date and the regulations that are listed on the white label on the book cover.
For photocopies:

- Articles that were requested will be sent to the patron electronically. Occasionally an article will not be sent electronically and will be available on the ILL pick up shelf. The patron’s name will be on the front of the envelope.

When the book is returned, check it in and place it on the Interlibrary Loan return shelf. (Bottom shelf of the front side of the shelving unit in the work area of the Circulation Desk.

Requests may be cancelled if they have not yet been processed.

**Interlibrary Loan Charges**

There is no charge for photocopies of articles or a book, unless the patron was contacted prior to the request being processed. Books must be returned by the date specified, and can usually be renewed. For renewal requests, patrons should contact Scott Parkinson at x1257. Requests must be made prior to the due date. There is a fine of $1.00 per day for overdue Interlibrary loan books assessed by the ILL Department.

**Chestnut Hill Students:**

Requests should be made through the Chestnut Hill Office. All requests made here in Trexler Library will be forwarded to the Chestnut Hill office for processing.

**Marywood Students:**

Requests should be made through the Marywood Office. All requests made here in Trexler Library will be forwarded to the Marywood Office for processing.
The Library of Congress (LC) Classification System is used to arrange the materials in Trexler Library. This system, like the Dewey Decimal System, is based on a subject classification. The only major differences between the two systems are the use of the alphabet as well as numbers to designate classes and a different arrangement of the subjects in the LC System. The difference in arrangement of subjects in the LC System results in the placing together of language and literature, and history and the social sciences.

A  General Works
   AE  Encyclopedias
   AI  Indexes

M  Music
   N  Fine Arts

B  Philosophy / Psychology / Religion

P  Languages / Literature
   PN  Theatre

C – F  History

Q  Science

G  Geography /Anthropology / Recreation
   G 1001 – 3035  Atlases

R  Medicine

H  Social Sciences
   HA  Statistics
   HB – HF  Business / Economics

S  Agriculture

J  Political Science
   JK  United States

T  Technology – including Engineering,
   Aeronautics, Crafts, Home Economics

U – V  Military / Naval Science

K  Law
   Z  Bibliography / Library Science

L  Education

For a complete listing of LC Subject Headings, please consult the Library of Congress Subject Headings posted at the Circulation Desk, or the handouts available at the Circulation Desk.
**Library Hours**

The library is open the following hours: Monday – Thursday 7:30am to 1:00am, Friday 7:30am to 9:00pm, Saturday 9:00am to 5:00pm and Sunday 12:00 noon to 1:00 am. Changes for breaks and holidays will be posted. Summer hours will vary. The Trexler Technology Center, and PCII Lab hours will usually coincide with the Library Hours. Any changes will be posted at the Technology Center door and/or at the library entrance. Handouts listing library hours are available for patrons at the Circulation Desk.

**Library Maps**

Please make yourself familiar with the layout of the library. You will be asked where various rooms or items are located. Maps of the library are available at the Circulation Desk in the blue binder labeled “Library/Campus Maps”.

**Notes**

If you need to leave a note for a supervisor, please make sure that you put YOUR NAME, YOUR PHONE NUMBER, the DATE and the TIME on it. Please put any notes on your supervisor’s desk or in their mailbox.

**Privacy Laws**

All Student Workers are asked to sign a Confidentiality Statement. Due to Privacy Laws, any information contained on a patron’s record cannot be given out to anyone. This includes if materials are signed out, it is not possible to tell a patron who has the item. The only information you can provide is the date or time that the item is due. If a patron wants to put a hold on an item, ask your supervisor for help.

**Thank You!**

The Staff of Trexler Library thanks you in advance for your hard work. The good job you do is very valuable to us, and we are grateful!