

Joseph R. Skeen Library

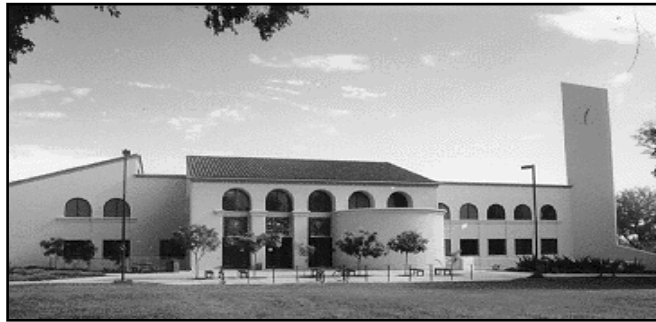
Policies and Procedures

The Library maintains several sites on its webpage that spell out specific Library policies as well as a "Ask Us" site, which enables users to contact specific individuals in the library, comment about either its resources and services and read the Frequently Asked Questions.

Please see <http://www.nmt.edu/~nmtlib/>

General

The New Mexico Tech Joseph R. Skeen Library holds more than 600,000 books, periodicals, government documents, microforms, maps, videos, and audio cassettes and computer files in its 54,000-square-foot, three-story building on the northeast corner of the campus. The library serves the research and study needs of students and faculty, as well as its research institutes, and its collection reflects the specialized research interests of the New



Mexico Tech community. The library is open 104 hours each week during regular semesters, contains group study rooms, a computer lab, a coffee shop, and a snack room.

The library shares LIBROS, an online catalog and circulation system, with the University of New Mexico as well as nine other academic and research libraries. Campus-wide, the library offers access to over 70 online databases and specialized indexes, and over 1,200 online journals.

The library has several cooperative agreements with other academic libraries within the state, including a new association of academic research libraries, and is linked electronically to the collections of more than 30,000 other libraries worldwide through the OCLC system.

As a selective depository of U.S. government documents, the library receives over 6,000 federal documents each year as well as a significant number of documents in an electronic format. The library also is a depository for state documents and some foreign documents whose subject matter is related to geology and mining. A growing collection of archival materials relating to New MexicoTech and the New Mexico School of Mines is housed in the library.

Operating Hours (505) 835 - 5614					
Fall/Spring Semesters		Summer Semester		Between Semesters	
Mon-Thurs	8am-12am	Mon-Thurs	8am-10pm		
Fri	8am-5pm	Fri	8am-5pm	Mon-Fri	8am-5pm
Sat	Noon-6pm	Sat	Noon-6pm	Sat-Sun	Noon-6pm
Sun	Noon-12am	Sun	Noon-10pm		
<i>Special holiday hours may be posted accordingly.</i>					

Circulation

Undergraduate Students

Undergraduate students may check out books, government documents, maps, audio tapes and how-to videos for three weeks with one renewal allowed. All other videos may be kept for three days.

Renewals: Materials may be renewed if another patron has not placed a hold on the items. Two renewals may be made by phone. After that, the items need to be brought to the circulation desk for renewal. Reserve materials and videos may not be renewed.

It is now possible for undergraduates to renew books online and view items that are checked out to an account. (Users must enter their library barcode number where the form asks for "Patron ID.")

Fines: See Fine policies on Page 4 of this document for information on billing for overdue and lost items.

First Time Users: Students who have never used the library need to bring their student ID to the circulation desk in order to create a patron record before checking out materials.

Library privileges expire at the end of every semester. Students are advised to please bring their new course schedule to the circulation desk at the beginning of each semester in order to update their patron records.

New Mexico Tech Graduate Students/Faculty/Staff

New Mexico Tech graduate students, faculty, and staff may check out books and government documents for the entire semester. Maps, audio tapes and how-to videos check out for three weeks. All other videos may be kept for three days.

Graduate Student and Staff Renewals: Materials on extended loan may not be renewed by phone. The items must be brought to the circulation desk to be checked in, after which patrons are free to check them out again, if no one has placed a hold on them.

Faculty Renewals: Faculty may telephone the circulation desk to renew the materials they have checked out at the end of each semester, with the exception of spring semester. Each May, faculty members need to bring all checked-out materials to the Circulation desk for renewal.

It is now possible to view items that are checked out to an account.

Fines: See Fine policies on Page 4 of this document for information on billing for overdue and lost items. _____

First-Time Users: New faculty, graduate students, students and staff need to bring their NMT ID to the circulation desk in order to create a patron record before checking out materials.

Graduate Students: Library privileges for graduate students expire at the end of every semester. Graduate students are asked to bring their new course schedule/proof of registration to the circulation desk at the beginning of each semester to update their patron records.

Special Borrowers

Special Borrowers' cards allow members of the community who are not associated with New Mexico Tech to check out library materials.

Special borrowers need to fill out an application card. Special Borrowers may check out books, government documents, maps, audio tapes, and how-to videos for three weeks. All other videos may be checked out for three days.

Computers: The library has a number of computers available for reference/internet use free of charge. Children under 17 years of age must make a special application in order to either use the terminals or check out books.

Special Borrowers may not use the Library's Interlibrary Loan Service.

Renewals: Two renewals may be made by phone and, thereafter, in person, if no holds have been placed on the items.

Course Reserves

Many professors place class-related materials such as notes and textbooks on reserve at the circulation desk.

According to the specifications of the professor, these items may be checked out for two hours, four hours, twelve hours/overnight, one week and two weeks. Two-hour and four-hour reserves may not leave the library.

Circulating Resources

Circulating materials include:

- Books -- Books are located on the second floor of the library.
- Government Documents -- The library has been a depository for federal government documents since 1984 and for state documents since 1988. Most government documents can be checked out. More information on government documents is given at the government documents web page: <http://infohost.nmt.edu/~nmtlib/GOVDOCS/homepage.html> .
- Audio Tapes and CD's-- Music and self-help audio tapes and CD's Video Tapes Entertainment videos may be checked out for three days, while instructional videos circulate for three weeks.

- Maps -- The library owns approximately 17,700 maps. They are located on the garden level and may be checked out for three weeks.
- Posters (Semester Loan) -- A limited selection of posters is located in the map room; posters may be checked out for the entire semester.

Holds: If users wish to request an item that has already been checked out, they may place a hold on the item and will be notified when it is returned. (Holds may not be placed on videos and course reserves.)

Copiers, Printers and Microform Printing

Copiers are available for use with coins, bills or with a copy card.

Copy cards are usually purchased at the library through a Vendacoder system for either the copies or the microform reader/printers.

Electronic Journals

Use of electronic journals is subject to copyright laws. Use and copy for individual and collaborative scholarship is expected; however, systematic downloading and/or redistribution to non-subscribers are prohibited.

Please see <http://www.nmt.edu/~nmtlib/PERIODICALS/ELECTRONICJOURNALS.htm> for a list of journals.

These journals are available full-text either direct from the publisher or through our serial vendor. The articles may take some time to load. You must have Adobe Acrobat loaded on your PC to view these articles.

Fines Policy

- Books, Government Documents, Maps, Audio Tapes, and Instructional Videos: When these items become two weeks overdue, the charge is \$1 per item.
- Entertainment Videos: The charge is \$1 per item for each day overdue.
- Course Reserves: The fine for 2, 4, and 12 hour/overnight course reserves is \$1 per item per hour (or part of an hour) overdue. Extended course reserves which check out for one or two weeks incur a charge of \$1 per day per item.
- Billing for Lost Books/Replacements: When items in the "Books" category above become one month overdue (or two weeks overdue in the case of videos and extended course reserves), the patron is billed the replacement cost of the item in addition to a \$15 non-refundable processing fee per item.

New Mexico Tech students, faculty, and staff are billed through their accounts at the Cashier's Office. Special Borrowers must pay their fines at the circulation desk.

For questions or concerns regarding fines, email gstahlman@admin.nmt.edu

Interlibrary Loan

The purpose of Interlibrary Loan is to assist in the research and information needs of New Mexico Tech students, staff, and faculty by obtaining materials which are not held at the Skeen Library. The Interlibrary Loan service is usually free and is available to all New Mexico Tech students, staff and faculty with a valid Tech ID and a current Library Patron Record. All students must update their Library Patron Record each semester.

Limitations

Interlibrary Loan does not request materials that are held by the New Mexico Tech Library. If the required material is checked out, one may place a “hold” at the Circulation Desk. The material will be recalled for the person making the request (all parties remain anonymous).

If a person is unable to locate New Mexico Tech Library materials, the user should ask for assistance at the Reference Desk, or place a “search” at the Circulation Desk.

Interlibrary Loan cannot fill requests for textbooks required for current semester use. These materials are available at the New Mexico Tech Bookstore.

Internet Use Policy

Library users are encouraged to use the Internet for educational and informational purposes. All users of the Internet are expected to use this resource in a manner consistent with the purposes for which it is provided and according to guidelines established by the Library and the Tech Computer Center (TCC): (<http://infohost.nmt.edu/tcc/access/html>). The New Mexico Tech Skeen Library, as a state and federal government depository, complies with all free public access laws.

- Availability - Internet resources are provided primarily for New Mexico Tech students, faculty and staff.
- Persons under the age of 17 - Without a New Mexico Tech ID will need to comply with the Children in the Library Policy (<http://www.nmt.edu/~nmtlib/children.html>)
- Unacceptable Use - Reconfiguring hardware or software, chat rooms, porn sites and playing games. Any use of computers at Skeen Library for illegal or obscene purposes as defined by the Federal Protection of Children Act, 18 U.S.C., Section 1465, or in violation of New Mexico law prohibiting the display of sexually explicit matters in an establishment frequented by children, will result in the revocation of the user's privileges.
- Disclaimer - New Mexico Tech Skeen Library does NOT monitor or control the information accessed over the Internet. While the Internet expands access to information, it contains information that may be inaccurate, outdated, or offensive. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information accessed.

WARNING: Internet transmissions are subject to interception under the USA Patriot Act.

Library Research Instruction

The New Mexico Tech Skeen Library offers students, faculty and staff many different ways to become familiar with the library and information resources. Library research instruction teaches how to obtain

information more efficiently and to evaluate it more thoroughly. Students learn research skills needed to continue their education beyond their years at New Mexico Tech.

Different types of instruction:

Orientation

- Library orientation
- Introductory materials on library services
- Quick instruction on basic information retrieval strategies and skills

Individual Research Consultations

- Learn specific skills depending on individual research needs, such as literature searching for a thesis or dissertation. Typical, it takes 10-30 minutes to complete a session.

Course-related instruction

Students learn how to use a set of information resources related to a specific subject course with appropriate examples or hands-on experience. Course specific web pages can also be created and tailored to the information needs of your class. Typical contents include:

- Identifying key information resources
- Analyzing and evaluating information
- LIBROS, the online catalog
- Article databases (subject specific)
- Applicable web resources
- Library Services

Special workshops/seminars

Students learn to master a specific set of information skills, focusing on a specific resource or a related set of resources. Examples:

- Patent Searching Fundamentals
- Using EndNote with Skeen Library Databases

To schedule an instruction session contact:

JOAN SHEDIVY
Information Literacy Librarian
505-835-6367
jshedivy@nmt.edu

Non-Circulating Resources

The following items are Non-Circulating Resources, and may not be checked out:

- Periodicals -- Periodicals are located on the garden level and are organized alphabetically by journal title. Current popular periodicals are in the reading lounge.
- Reference Materials -- The reference collection includes encyclopedias, dictionaries, almanacs, handbooks, biographical and literary sources, and bibliographies. It is located on the main floor of the library.
- Special Collections -- The library's Special Collections may be used with special permission.
- Abstracts/Indexes -- Indexes and Abstracts are located on the main floor
- Microform -- Old newspapers and certain government documents and publications are available on microfilm and microfiche and are located on the main floor.
- Atlases -- Atlases are located in the map room on the garden level.
- Archives -- The library's archive collection may be used by appointment and with a library staff member present.

Off-Campus Access via VPN Server

Effective April 7, 2004

A VPN (Virtual Private Network) server (vpn.nmt.edu) has been installed in the Tech Computer Center (TCC). This permits users of the TCC who are not on campus to remotely connect to TCC servers as if they were on campus.

See <http://infohost.nmt.edu/tcc/help/vpn.homepage.html>

Passports to Other Libraries

If users plan to travel to the University of New Mexico or other academic libraries in New Mexico, they may request library passports by producing their New Mexico Tech ID at the circulation desk. The certificate will provide individuals with borrowing privileges at that library for the current semester. To make arrangements for the return of Passport books, contact Interlibrary Loan at 835-5173.

This service is available for New Mexico Tech students, faculty, and staff.

Research Databases

Use of electronic resources is subject to copyright laws. Use and copy for individual and collaborative scholarship is expected; however, systematic downloading and/or redistribution to non-subscribers are prohibited.

To see a list of Library Research Databases by subject, go to: <http://www.nmt.edu/nmtlib/info/dbsubj.html>

Room Reservations

Two study rooms and one large meeting room are available for reservation by groups. An application available from the circulation desk must be filled out to complete the reservation.

Groups that are not associated with New Mexico Tech will be charged a fee for conference and study room use.

Applications can be downloaded here <http://infohost.nmt.edu/~nmtlib/roomres.html> to print out an application, which can be faxed (835-6666) or brought to the circulation desk.

The library also has video-viewing room equipment for in-library use.