

Asbury Theological Seminary – Florida Information Commons Services and Policies

The primary clientele served by the Information Commons are the students, staff, and faculty of the Asbury Theological Seminary. To contact the FL Information Commons by telephone, call (407) 482-7670.

1. Circulation:

- a. Checked-out materials are the borrower's responsibility although automated overdue notices are sent through the First Class, the SPO or through the mail once a week as a reminder to the borrower.
- b. Books may be shipped to students that live >50 miles away from the FL Campus, all other patrons are required to checkout their materials at the Information Commons Desk.
- c. To prevent the borrower from being assessed damage fees, the Information Commons may not circulate damaged items.
- d. Checked out materials may be recalled from the borrower at the end of two weeks circulation and may be held for the requester for up to five business days.
- e. The book drop located near the entrance of the building may be used to return materials when the Information Commons is not open.

Checkout Periods for Patrons		
Status	Main Collection, Media	Periodicals, Reserve or Reference Collection**
Students	4 weeks*	2-hours in-house or 2-day only
Staff	4 weeks*	2-hours in-house or 2-day only
ExL Students	6 weeks*	N/A
Doctoral Students	Until 6/30 or 12/31	2-hours in-house or 2-day only
Faculty	Until 6/30 or 12/31	2-hours in-house or 2-day only
Community Borrowers	4 weeks*	N/A
* items may be renewed via email, phone or in person		
** maximum 2 items per collection		

Fines for Overdue Items*				
Collection	Hourly Fee	Daily Fee	Replacement Fee	Processing Fee
Main/General	N/A	\$0.25	\$35.00	\$10.00
Periodical	N/A	\$1.00	\$35.00	\$10.00
Reserve	\$1.00	\$1.00	\$35.00	\$10.00
Reference	N/A	\$1.00	\$35.00	\$10.00
* circulation privileges are denied with long overdue items or fines of \$10.00 or more; unpaid bills will be added to students' accounts and may prevent students from receiving grades, registering for classes or graduating.				

2. **Library Loan:** Only ATS students, staff, and faculty may request books and articles from journals that are not held by the ATS through the Library Loan system.
3. **Computer Workstations:** ATS students, staff and faculty have 26 computers available for access to curriculum-related software, research materials, local digital resources, email, and web-based programs.

4. **Facilities:**
 - a. Children under eighteen will be allowed in the Information Commons only when they are accompanied and supervised by their parents. Parents are responsible for the discipline and supervision of their own children. Those parents who fail to comply will be asked to take their children from the building.
 - b. Special facilities for the physically challenged include one specially designed workstation in the designated Adaptive Technology Center.

5. **Research & Instruction:** The Information Commons Staff may assist patrons in finding and using the library's resources. An advanced research staff member will assist patrons in the discovery of relevant materials.

6. The Information Commons Staff reserves the right to modify policies and grant exceptions.

Fees for Services	
B/W Printouts	\$0.10
Color Printouts	\$0.50
Photocopies	\$0.10
Chapel Audiocassette or CD via USPS	\$5.00
KY Chapel video or DVD via USPS	\$10.00
Used Floppy Disk	\$0.25