

Asbury Theological Seminary – Kentucky 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 Information Commons by telephone, call (859) 858-2233 or by email info_commons@asburyseminary.edu

Checkout Periods for Patrons			
Status	Main Collection	Periodicals, Reserve or Reference Collection**	Info Commons Equipment*
Faculty	Until 6/30 or 12/31	2 hours in-house or overnight	N/A
Doctoral Students			24 hours
Students			
Staff			
ExL Students		N/A	N/A
Community Borrowers	* 4 weeks*		
* items may be renewed via email, phone or in person			
** items may be checked out 2 hours prior to closing and will be due 1 hour after opening on the next business day			

1. Circulation:

- a. The Information Commons also reserves the right to refuse to circulate any item that is damaged. This will prevent the borrower from being assessed damages on return of the item. Once the item is repaired, it will be placed in the circulating collection again.
- b. 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.
- c. Checked-out materials are the borrower's responsibility although overdue notices are sent through the FirstClass, the SPO, or through the mail once per week as a reminder to the borrower.
- d. The Information Commons Equipment includes laptops, headphones, digital cameras, video recorders, etc.
- e. Reserve books loaned to the Information Commons by individuals are labeled "Personal Copy" and do not circulate overnight.
- f. The night book depository located near the west entrance may be used to return reserve and stack books when the Information Commons is not open.
- g. 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.

Fines for Overdue Items*				
Collection	Hourly Fee	Daily Fee	Replacement Fee	Processing Fee
Main/General	N/A	\$0.25	\$35.00	\$10.00
Periodical	\$0.25	\$3.00		
Reference				
Reserve	\$1.00	\$10.00		

2. **Archives:** Contains material which needs controlled and monitored access. Special procedures are required of everyone using these materials, including: the checking of briefcases; use of pencils. To be assured access to these materials, it is recommended that the patron notify the Information Commons desk 24 hours in advance. Archive materials may only be removed from the Information Commons with the approval of the Archivist.
3. **Library Loan:** Only ATS students, staff, and faculty may request materials from other libraries through Library Loan. Generally, books and articles from journals that are not held by the ATS may be requested through the Library Loan system.
4. **Computer Workstations:** ATS students, staff and faculty are issued a user account to log into the computer workstations for access to curriculum-related software, research materials, local digital

resources, email, and web-based programs. The Information Commons does provide six (6) Quick-Stop stations for all users to access to research materials, local digital resources, email, and web-based programs.

5. 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.
6. Special facilities for the physically challenged include: access ramp on the Lexington Avenue side; automatic door opener on both the east and west side entrances; a passenger elevator to all floors; and specially designed workstations on the main floor.
7. In the event of a tornado warning, patrons in the library will be instructed to go to Time Out on the first floor.
8. The Information Commons Staff assists students in finding and using resources. Information Commons Staff are trained to give assistance in obtaining material for a term paper or gathering information on a specific subject. Staff members will also provide instruction in the use of periodical indexes, reference tools, and in the use of Information Commons Catalog, software on the workstations in the Information Commons and CD-ROM applications on our workstations.
9. Five conference/collaboration rooms are available for groups of two or more. They may be reserved at the Information Commons desk up to one week in advance.
10. The Information Commons Staff reserves the right to modify policies and grant exceptions.

Fees for Services	
Black & White Printouts	\$0.10
Photocopies	
Archive Photocopies*	\$0.25
Color Printouts	\$0.50
Chapel Audio CD via SPO	\$3.00
Chapel Audio CD via USPS	\$5.00
*Must be done by a member of the Archives staff.	