

PSU LIBRARY GUIDELINES

Use of Library

Population Served by Library

Primary users are PSU students, faculty, and staff. The collections of the Leonard H. Axe Library of Pittsburg State University are available for use by anyone with preference given to primary users. The library has a large collection of books and other materials, electronic information resources, and various facilities available for campus and non-campus groups. Users of library resources, services, and/or facilities are expected to abide by the library guidelines below and the guidelines for individual library departments.

Circulation

Circulation privileges are available automatically to all primary users and to others upon application to and approval by the Circulation Department.

Electronic Information Resources

Electronic information resources are generally available to anyone using computers in the library unless specifically prohibited by the licensing agreement with a database provider. Primary users may access most licensed electronic information resources from any computer with access to the Internet through the library's proxy server. Some electronic information resources may require a password or may be library-use-only.

Government Documents

The library is a Federal and a State of Kansas depository library. In keeping with legal requirements, all Government Documents services and publications are available to any library user with the same restrictions that would apply to primary users.

Interlibrary Loan

Interlibrary loan services are available to all primary users. All other users may use Interlibrary Loan services if they hold a PSU library card available from the Circulation Department and have a valid GUS ID and Pin number to access the interlibrary loan software known as Illiad.

Computers and Printing

Computers and printing are available for all library users. Printing for most items is available at the Gus Print Release Stations for a fee. Fees are waived for some University administrative and library bibliographic information. Computer users agree to abide by University policies regarding appropriate computer use.

Other Services

Other library services are available to the entire community served by the library subject to guidelines or policies of the individual areas. Such services include reference, library instruction, meeting spaces, and tours. Inquiries and further information regarding the use of these services may be obtained from the appropriate service areas.

Kansas Technology Center Branch Library (S221 – KTC)

A branch library is located in S221 of the Kansas Technology Center. This library provides full library services, including a small computer lab. It generally does not provide support to non-primary users.

Group Study Rooms

Some group study rooms may be reserved to use up to four hours during the hours the library is open, with priority given to PSU students. Information and calendaring for reserved group study rooms is available on the Library web page. The keys may be checked out through the service point desks with proper identification. Other study rooms are available on a first-come-first-served basis.

Computer Classrooms (115 First-Floor and 029 Basement)

Fully equipped and mediated instructional classrooms with computers are available for University and community group use upon reservation, approved by the Library Public Services unit.

Behavior

The library is intended as a place for quiet study, research, collaboration, and socialization. Guidance for allowable noise levels is provided by zone signage on each level. Users exhibiting improper behavior (disturbing other users, vandalism, malicious mischief) will be asked to leave the library and maybe prosecuted at the discretion of the University administration. If necessary, the University Police will be called for assistance.

Cell Phones

Cell phone conversation can be extremely disturbing to individuals doing research and other academic work. Cell phones should have their ringers on silent or vibrate in designated quiet zones and cell phone conversations should occur in other library zones.

Food and Drink

Food and drink are permitted in designated areas. Beverages should be in a sturdy, closed container. It is the responsibility of the patron to clean up after themselves or this privilege may be revoked.

Tobacco

The use of any tobacco product, including e-cigarettes and chewing tobacco, is prohibited in the library at all times.

Weapons

The possession and use of firearms, explosives, and other weapons are prohibited in the Library and on the campus of Pittsburg State University, with the limited exception of concealed handguns as provided in accordance with the Kansas Board of Regents Policy and state law K.S.A. 75-7c01, et seq. The purpose

of this policy is to describe how handguns may be carried, stored, and managed on the campus of Pittsburg State University in as safe a manner as possible.

Solicitations

No area of the library may be used for solicitation or vending of any item with the exception of projects where the funds are handled through official library accounts or by official campus services.

Posting of Notices

Notices and advertisements approved by the Office of Student Government may be posted on bulletin boards located throughout the library. At no time may notices be placed on windows, doors, walls, tables or other areas in the library without the express approval of Library Services.