

## ***THE SMITH LIBRARY SYSTEM***

### ***Borrowing Policies***

- A valid Smith OneCard is required to access all library services
- Smith students also have borrowing privileges at the other four area colleges:
  - ◆ Amherst College, Hampshire College, Mount Holyoke College, University of Massachusetts--Amherst

**NOTE:** Access the on-line library catalogue and circulation system as well as the Five-College Library System at **[www.smith.edu/libraries](http://www.smith.edu/libraries)**

### ***Research Material Through Inter-Library Loan***

Journal articles not available in Smith libraries can be ordered, free of charge. Ask the library staff for assistance. Articles will be located, copied, and delivered to your campus mailbox. Order well in advance, from 2 – 4 weeks.

### ***Reserve Reading***

Many courses require reading assignments (articles or parts of books) that are available only in the reserve section of the library. The following are some tips about the reserve material.

- Be aware of the reserve reading regulations at each library; they can be different!
- All reserve materials have a limited time period for use
- Materials which are already signed out can be held for another student's use by inquiring at the reserve desk
- Consider photocopying reserve material for ease of reading
- No reserve material can be obtained without a valid Smith OneCard
- Reserve material can only be renewed in person
- Fees must be paid for returning reserve materials after the established reserve time. Smith is strict in enforcing this policy and fees quickly add up!

### ***Library Carrels***

Carrels are individual study areas (desks) available in each library. Neilson Library has the greatest number of carrels open to all students.

- Assigned Carrels are those that are numbered:
  - ◆ Must be requested each September
  - ◆ Option in December to renew for the second semester
- Unnumbered carrels may be used by anyone at anytime
- Tips:
  - ◆ Carrels are useful for long hours in the library

- ◆ Carrels should not be used for storing personal belongings, since other students are free to use the carrel if it is unoccupied
- ◆ Use caution when leaving personal items behind

**Trivia: The Alumnae Gymnasium used to be a bowling alley!**