Mary Livermore Library
The University of North Carolina at Pembroke
PO Box 1510
Pembroke, NC 28372-1510
Reference: 910.521.6656
Circulation: 910.521.6516
Fax: 910.521.6547
www.uncp.edu/library/

Introduction to the Library

LIBRARY HOURS

Monday - Thursday	7:30 a.m. - midnight
Friday	7:30 a.m. - 11:00 p.m.
Saturday	9:00 a.m. - 11:00 p.m.
Sunday	2:00 p.m. - midnight

Exceptions to these hours and special hours during exams, semester breaks, summers, and holidays are posted near the library entrance and on the Library's home page: www.uncp.edu/library/info/hours.html.

REFERENCE SERVICES

Reference assistance is available during all library hours. *Assisting you with your information needs is **our priority**, so please never hesitate to ask us a question about planning searches and accessing available information resources!* For assistance, please contact the Reference Desk at 910.521.6656 or refdesk@uncp.edu.

CHECKOUT INFORMATION

University students, faculty, and staff need to present a BravesOne Card to check out library materials. No limit exists on the borrowing of general circulating books. However, media (videos, DVDs, etc.) are limited to a specific number of items. Community borrowers must join the Friends of the Library to obtain a library card and are limited to **5** total items. Only **1** bestseller or McNaughton book may be borrowed by any borrower at a time. UNCP faculty, staff, and students may check out an iPad or media equipment for 24 hours. Wireless laptops and portable DVD players can be checked out for library use only by UNCP faculty, staff, and students for **3** hours**.**

Borrowing Periods

- General/Folio/Juvenile Circulating collections – 3 weeks (may be renewed if there are no holds or fines of $25 or more).
- Bestsellers/McNaughton books – 1 week (may be renewed for 1 week if there are no holds or fines of $25 or more).
- Media – 1 week.
- Wireless Laptops/Portable DVD players – 3 hours.
- iPads – 24 hours.
- Media equipment – 24 hours.
- Reserve Items – determined by instructor.
- All items are due at the end of the semester.

Returning Items

Library materials may be deposited at the Circulation Desk or in the book drop at the information kiosk on Faculty Row.

Fines/Fees/Lost Items

Fines are charged for some overdue items. Fines for reserve materials are $1.00 per loan period, with a $10 maximum. Fines for equipment are $10 per loan period. A $15 processing fee will be charged for any lost or severely overdue item, in addition to the replacement cost of the item. Check with the Circulation Desk for fines regarding reserve items and wireless laptops.

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LIBRARY COLLECTIONS

Library materials of similar format, similar purpose, or on certain subjects are often shelved together or placed into separate collections. These collections are identified in the Library's online catalog by special location codes. For assistance in locating any library materials, please ask at any service desk or refer to the floor plan located at http://www.uncp.edu/library/map/index.html.

General Collection - **UNCP General Collection** (both the first and second floors)
Reference Collection - **UNCP Reference or UNCP Ready Reference** (first floor)
General Folio Collection - **UNCP General Collection-Folio** (second floor)
Atlases - **UNCP Atlas Stand** (first floor, near Reference Desk)
Juvenile Literature - **UNCP Juvenile; UNCP Juvenile-Folio** (first floor)
North Carolina and Federal Government Documents (second floor, Room 246)
Special Collections (request at any service desk or by appointment at 910.521.6656 or 910.521.6835)
Bestsellers - **UNCP Bestsellers and McNaughton books** (first floor, near Reference Desk)
Reserves - **UNCP Reserves** (Circulation Desk or online at www.uncp.edu/library/reserves/)
Periodicals/Serials - **UNCP Periodicals** (first floor)
Newspapers (first floor, near Periodicals)
Media and Music (first floor; also located in Moore Hall Music Resource Center)

ELECTRONIC RESOURCES (DATABASES)

The Mary Livermore Library provides access to over 165 web-based electronic databases. The web-based databases are accessible from any networked campus computer and via remote access through the Library's Electronic Resources page www.uncp.edu/library/electronic/. For database assistance, please contact the Reference Desk.

Online Catalog

BraveCat is the Library's online catalog for finding materials available in the Library. Materials can be searched for by author, title, subject, or keywords. *BraveCat* can be used to search the collections of UNC Pembroke, UNC Wilmington, and Fayetteville State University libraries.

OTHER SERVICES AND EQUIPMENT

Study Rooms

Study rooms and carrels are available on the Library's second floor and may be used on a first-come, first-served basis. Rooms 240A, 240E, and 240H are reserved for group use (3 or more). Groups may check out a key for access to these rooms from the Circulation Desk. **DO NOT LEAVE YOUR VALUABLES UNATTENDED IN THE STUDY ROOMS.**

Assistance for Persons with Disabilities

Library users requiring assistance in accessing library materials may ask any library staff member for help. Specially designated workstations are available for persons in wheelchairs or people with visual disabilities.

Interlibrary Loan/Document Delivery

Interlibrary Loan/Document Delivery is a service for library users who need to request materials. The Mary Livermore Library charges no fee for interlibrary borrowing, although fees may occasionally be charged by the lending library which will be passed on to undergraduate students. Requests must be made online from the Library's home page at www.uncp.edu/library/**.** Once there, click ***Request Materials*** to create an ILLiad account. For assistance, contact 910.521.6656. **Please allow a reasonable time frame for materials to arrive as delivery times vary.**

Wireless Laptops

The Library provides wireless laptops for use by UNCP students, faculty, and staff. Laptops may be borrowed from the Circulation Desk for 3 hours and must not leave the Library. In order to check out a laptop, a loan agreement must be signed. The overdue fee for laptops and accompanying accessories is $10 per hour.

Food in the Library

Drinks with lids and pre-packaged snack foods are permitted. There are vending machines on the second floor. Other types of foods (e.g., cheeseburgers, cafeteria meals, pizzas, etc.) are not allowed.

revised 8/12/2011 rja