

QUICK FACT SHEET

Main Telephone Numbers:

423.354.2429 (direct) or 323.3191 or 282.0800, ext. 3429

Website: <http://www.NortheastState.edu/library>

Library Hours:

When classes are in session:

Monday-Thursday 7:30 a.m. – 8:30 p.m.
Friday 7:30 a.m. – 4:30 p.m.
Saturday 9:00 a.m. – 5:00 p.m.

When classes are not in session:

Monday-Thursday 7:30 a.m. – 5:30 p.m.
Friday 7:30 a.m. – 4:30 p.m.
Saturday 9:00 a.m. – 5:00 p.m.

Loan Periods:

Books, Music CDs, Audiobooks	3 weeks
Videotapes	3 days
Telecourses	entire semester that student is enrolled in class
Reserve Materials	varies (depends on instructor's decision)
Reference Books and Periodicals/Magazines	do not leave the library

Copying/Printing:

Photocopies \$0.10 per copy Copiers are located: Second floor in L201A (in the Circulating Collection)
Third floor next to the Reference Desk (L301F)

Printing \$0.05 per copy (You must have a current ID or a print card purchased in the copier room on second floor – L201A. You can add money to your ID or print card using the machine in L201A.)

Printers are located: Database Lab on the third floor (L302)

Interlibrary Loan (ILL) and Borrowing from other Libraries:

The Library is able to borrow materials for you from other institutions through ILL. An online form to request the materials is available on the Library web page under Library Services at the bottom left of the page. The Library also has borrowing agreements with many nearby libraries. You may request some materials through our Library Catalog or go to another library in person. Students, faculty, and staff are eligible. Please go to the Circulation Desk on the second floor for more information about participating libraries and requirements.

Laptops and Digital Cameras:

There is a very limited number of laptop computers and digital cameras that are available for checkout for **three** days. These items cannot be renewed or reserved. There are also wireless laptop computers that can be checked out for LIBRARY USE ONLY for two hour periods of time. These laptops work best on the second and third floors of the Library and offer internet connection and word processing. Some of the laptops allow you to save on a disk, while others have only CD/DVD access. These computers will print in the third floor database lab (L302).

Other Computer Locations:

The Learning Center is located on the first floor in room L103, and provides writing and tutoring assistance. The Open Computer Lab is located in the General Studies building in room C2424.

Tobacco products in ANY FORM are not permitted inside the building and smoking is not permitted within 50 feet of any campus building.