

**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)<br>Third floor next to the Reference Desk (L301F) |
| Printing    | \$0.10 per copy (black and white)<br>\$0.25 per copy (color) |                      | Located on the second floor (L201A) & the third floor (L302)<br>Located on the third floor (L302)       |

**Interlibrary Loan (ILL) and Borrowing from other Libraries:**

The Library is able to borrow materials for you from other libraries. You can use Interlibrary Loan (ILL) by filling out the online form to request the materials. The form is available on the Library web page under Library Services at the bottom left of the page. In addition, the Library has borrowing agreements with many nearby libraries. You may also request materials through our Library Catalog or go to the other library in person. For students, faculty, and staff, materials will be sent to the Elizabethton, Regional Center for Health Professions (RCHP), and the Kingsport Center for Higher Education (KCHE) campuses. Please go to the Circulation Desk on the second floor or call 354.2429 for more information about participating libraries and requirements.

**Laptops and Digital Cameras:**

There is a very limited number of 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 are to be used 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 only permitted in the parking lots or your personal vehicle.**