

# UNIVERSITY OF MISSOURI

COLUMBIA, MISSOURI

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## LIBRARY RULES

### 1. Library Hours.

#### General Library:

7:55 to 6:00; 7:00 to 10:00.

Vacations, 8:00 to 12:00; 1:00 to 5:00.

Summer Session, 7:55 to 5:30; 7:00 to 10:00  
except Friday and Saturday nights.

Library Closed, Thanksgiving, Christmas,  
New Year's, and July Fourth.

#### Agricultural Library:

8:00 to 12:00; 1:30 to 5:00; 7:00 to 10:00  
except Friday and Saturday nights.

#### Engineering Library:

8:00 to 12:00; 1:00 to 4:30.

#### Journalism Library:

8:30 to 12:00; 1:00 to 5:00.

#### Law Library:

8:00 to 12:00; 1:00 to 6:00; 7:00 to 10:00.

#### Medical Library:

8:00 to 12:00; 1:00 to 4:30.

#### Reserved Book Reading Room:

Hours same as General Library (see  
above).

## **2. Reference and Reserved Books.**

Works of reference such as dictionaries, encyclopedias, maps, atlases and volumes of certain periodicals are to be used in the reading rooms.

Reserved books, books reserved by teachers for class use, in the "Reserved Book Reading Room" and in the General Library must be checked in on or before 8:15 and 10 a. m., 12 noon, 3, 6, and 10 p. m., daily, except Sunday. In the branch libraries, they must be checked in at fifteen minutes after the time of opening, and at closing time. Failure to return the books on the hours indicated subject the student to a fine of 25c and 5c an hour thereafter until the book is returned. Ten cents messenger fee will be charged when it becomes necessary to send for the book. The student should ask for books by author and title and should sign his name and address on the slip. A card catalog of the reserved books may be consulted at the loan desks. Reserved books may be issued at 9:30 p. m. for overnight and Sunday, and one half hour before closing time in the branch libraries. Not more than one reserved book may be charged at a time to a borrower during the day. As many as three may be charged for overnight.

## **3. Books for Home Use.**

Officers and teachers of the University whose names appear in the Official Directory, may borrow as many books as are needed for their work provided these books are not in demand in the Library. Such books, except fiction which is issued for fourteen days only, must be returned on or before Saturday preceding commencement.

All other persons may borrow three books at a time with a limit of fourteen days on every book. If these books are not in demand in the Library, they may be renewed for another two weeks' period. When the nature of the work of a research student is such that more books at a time and a longer period are needed, he should arrange for

them with the Head of the Circulation Department.

Write the call number as well as the author and title of the book on the blank slip, to be found at either end of the catalog case and hand it to the desk attendant. When the book is delivered to the borrower he should write his full name and address on the book card.

Books must not be taken from the Library until they have been charged at the loan desk. Failure to have books properly charged will subject the borrower to a fine of 25 cents. A fine of five cents a day will be charged on a book not returned when due. No fine is to exceed the cost of a book, and for this purpose the value of a book to the Library is not to be reckoned less than two dollars.

Books may not be loaned to borrowers charged with fines. No student shall be recommended for a degree until he has paid all fines and has returned or paid for every book he has borrowed. The date the book is due at the Library is stamped on the pocket on the inside back cover. Notice of books overdue will not be sent until the books have been kept four days beyond the date, when it should have been returned. The borrower will be responsible for replacing books and magazines marked or mutilated or lost while in his possession.

All books are subject to recall if needed for class work in the Library.

All fines are paid to the Secretary of the University.

#### **4. Dramatic Arts Collection of Books.**

This collection is owned by the Dramatic Arts Club. Books may be issued as reserved books to non-members.

#### **5. Periodicals.**

The current numbers of periodicals and bound volumes of popular magazines and those in demand in the Library are for use in the Library and are not to be charged out. (See list at Loan Desk).

## **6. Book Stacks.**

Book stacks are open to the teachers and officers of the University. Otherwise admission to the stack is necessarily restricted to those advanced students whose work would otherwise be seriously impeded. Application for a card of admission should be made to the Head of the Circulation Department, accompanied with a recommendation from the faculty member who has charge of the student's work.

## **7. Branch Libraries.**

The same rules for the circulation of reserved, reference, and stack books in the General Library are in force in the branch libraries and laboratory collections.

## **8. Inter-Library and Out-of-Town Loans.**

The Library is equipped to give service to other libraries and citizens of the state under the rules of inter-library loans. Borrowers should apply to their local libraries for the loan of books from the University Library. In case there is no local library, application should be made direct to the librarian of the University. In case of schools, the application should be made by the superintendent or principal.

(a) Reference books, periodicals, fiction, and books in constant use in the University Library will not be loaned. Other books may be loaned for a period of fourteen days subject to a renewal if the books are not needed in the Library. Requests for renewal should be made before books are due.

(b) The borrower must pay transportation both ways and make good any loss or damage to books in his possession. He shall also pay a fine of five cents a day on books overdue, deducting time for transit one way.

(c) The Library may borrow books from other libraries for members of the Faculty and for graduate students upon the request of the professor under whom the student works. The cost of transportation will be charged to the book fund of the department represented by the professor requesting the books.

MuLibraryRulesSpecSheet.txt

MU Libraries  
University of Missouri--Columbia

Digitization Information Page

Local identifier                      MuLibraryRules

Capture information

Date captured	2013/03
Scanner manufacturer	Zeutschel
Scanner model	OS 15000
Scanning system software	Omniscan v.12.4 SR4 (1947) 64-bit
Optical resolution	600 dpi
Color settings	24 bit color
File types	tiff

Source information

Source type	pamphlet
Source ID	010-509809067

Notes

Derivatives - Access copy

Compression	TIFF: LZW
Editing software	Adobe Photoshop CS5
Editing characteristics	
Resolution	300dpi
Color	grayscale
File types	tiff
Notes	Pages cropped and brightened