

# **PARKER LIBRARY STEWARD OBSERVATORY (PLSO)**

## **Guide to the Library Services**

### **Circulation Guidelines**

#### **A. Borrowers**

##### **1. Valid Borrowers...Full Services.**

- a. Faculty, graduate students, and staff members of Steward Observatory, Lunar and Planetary Lab, and Kitt Peak National Observatory.
- b. Undergraduate astronomy majors, whose names and campus addresses appear on the official registrar's list, may borrow.
- c. Borrowing period is one semester or until recalled.

##### **2. Other Users...Limited Services.**

- a. Non-astronomy graduate and undergraduate students will be permitted to use PLSO materials only in the library.
- b. Other persons who wish to borrow material from the library must have specific permission from either B. Fridena or R. Poss. Borrower's address and phone number must be provided.

#### **B. Check-out Procedures.**

##### **1. General Materials.**

- a. When borrowing from the PLSO, please sign out all materials.
- b. If an item has no card, use the Special Loan card located at rear of the checkout box. Put completed checkout cards in the small box so labeled.
- c. Keep the PLSO Reading Room locked at all times except when the librarian is on duty.
- d. The Chart Room is kept locked at all times.
- e. Application for keys may be made through Michelle in the Department office.
- f. Borrowers are responsible for materials checked out under their name. A third party borrower is prohibited from library materials unless the library checkout record has been properly transferred.

##### **2. Special Materials.**

- a. *Chart Room:* Palomar Sky Charts are checked out on the bookcase door in the Chart Room. To protect charts, please use the carrying folders located on top of bookcase.
- b. *Reading Room and Archives:* CD/DVDs are checked out using the Special Loan card located at rear of the checkout box.

#### **C. Recall of Materials.**

Materials from the collection are subject to recall on short notice and should be retained in campus offices. If any item is recalled and you are out of town, we would expect to locate it in your office. Removal of materials from campus offices is strongly discouraged.

#### **D. Non-Circulating Materials**

##### **1. Reserve and Reference.**

Material marked Reserve, Class Reserve or Reference may not be removed from the library.

##### **2. Current Journal Issues.**

Journal issues on periodical display should not be removed from the PLSO.

## **E. Returns and Lost Materials**

### **1. Returns.**

Returned materials should be put in the book returns box located in the Interaction Area next to PLSO's Reading Room.

### **2. Lost.**

The borrower must replace lost materials. Replacement can be done by either buying a replacement copy or paying the PLSO replacement cost. If a lost item is out-of-print, the borrower may either pay the original cost of the lost book or provide another relevant book on the same or similar subject.

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