Children's literature (H. J. Kuiper Room)

The Children's Literature Collection, on the 5th floor, southeast corner, contains a large number of children's books. The room is especially useful to students in elementary education. Books in this collection may be borrowed for three days.

Circulation

There are two circulation desks— the full-function desk on the 2nd floor and the limited-function one on the 3rd floor. Please use the desk on the 2nd floor if you need to do something other than simply check out a book.

Patrons

Users other than Calvin students, faculty, and staff must fill out a registration form. Guests who are not alumni must pay a $1.50 fee for a library card which is valid for six months. The library card gives the holder permission to check out material. The book- heavy Loan service, used of the OCR computers, and other tools and services are not included in the purchase of the card. The library does not participate in the MichiCard program.

Loan Period

The loan period depends on the type of user and type of material. Please inquire at the main circulation desk on the 2nd floor for details.

Holds & Recalls

If a book is already checked out, a “hold” may be placed using WebCat, or ask for assistance at the circulation desk. You will be notified when the book has been returned. It will be held in your name for seven days. Under certain circumstances, a book may be “recalled.” A recalled book is returned before it is actually due. Consult with a staff member at the circulation desk for the best option.

Returning Books

Books checked out may be returned to the book drops near the main 2nd and 3rd floor entrances, or at the circulation desks. Books which have been used in the library should be placed on nearby tables or book trucks. Reserve books should be returned directly to the circulation desk.

Overdue Notices

The library sends notices to borrowers who have overdue books. Failure to receive a notice does not excuse the borrower from payment of overdue fines.

Fines

For items borrowed from the regular collection, there is a grace period of 3 days, during which the fine does not accrue. On the 4th day the overdue charge is $1.00 per book. Each additional day is $0.25 up to a maximum fine of $5.00. See Reserve Books below for the fine scheme for items on reserve.

Reserve Books

To ensure each student access to assigned or recommended books, certain books are placed on reserve as the request of the course instructor. The books may be on two-hour, one-day, three-day, or one-week reserve. Reserve books are requested at the main circulation desk on the 2nd floor. The fine rate for reserve books is as follows: two-hour and one-day books: fifty cents for the first hour or fraction thereof, and twenty-five cents for each additional hour or fraction thereof, one-day and one-week books: fifty cents per day. There is no grace period for reserve material.

Special Facilities

Disabled persons are urged to request assistance from any library employee.

Photocopying: Cons/VendaCard®-operated photocopy machines are available on each floor of the library. VendaCards can be purchased at a dispenser near the corner of the 2nd and 4th floor of the library. A bill change at the 4th floor is available on the 2nd floor near the VendaCard machine.

Computer Lab Computers are available on the 1st floor for current staff and students. A few computers are available for alumni. Most of the computers in the Digital Research Center on the 4th floor are also restricted to Calvin students who have a valid KnightVision password. A few computers are open to the general public.

Group Study: Small group study rooms are available on various floors of the library. They can be used on a first come, first served basis. Please inquire at the Research Assistance Desk on the 2nd floor for the location of these rooms.

Browsing

Unions: 2nd floor, northeast (221)

Women’s: 1st floor, north (116)

3rd floor, northeast (300)

5th floor, southwest (504)

Men’s: 1st floor, north (120)

4th floor, northeast (405)

5th floor, southwest (505)

Other Regulations

No food or beverages (except in creomed containers) are permitted in the library. Food and beverages are allowed on the 2nd floor, but not computers. Violators may be subject to a $5 fine.

Floors three, four, and five are considered “quiet” floors. Talking and socializing must be kept to a minimum. The 2nd floor is not a “quiet” floor.

Alternate Format

The information in this publication can be provided on tape.

Please call 1-800-888-0122 to request this service.
The Hekman Digital Library (HDL) contains a wealth of information, tools, and services. The first tool a researcher will use when using Calvin’s library is through the HDL, a researcher will have access to thousands of electronic journals and books, millions of articles, dozens of subject-specific databases, and much, much more. Visit it often. Current staff and students can access many of the HDL’s research tools from off-campus by entering a KnightVision ID and password. Alumni and guests do not have off-campus access to many of the library’s electronic resources. Guest may find similar research tools on their local library’s web site.

Hours of Operation
During the regular school year, the library is open from 8:00 a.m. to 4:30 p.m. during the summer. C.I.T. and the numerous special collections. (See the SPECIAL COLLECTIONS section of this brochure). WebCat also provides links to more than 200,000 scholarly resources on the Internet.

Reference Collection and Services
The main reference collection is located behind the Reference Desk on the 2nd floor. Abstracts, almanacs, atlases, biographies, encyclopedias, handbooks, and yearbooks are among the materials located here. These books do not circulate. Theological (BL thru BX) reference books are located on the 4th floor in the southeast corner. Very specialized science journals are located in the Science Building and bounded volumes are in B22, North Hall. Book, all bound periodicals are available to all users.

Theological Division
The Theological Collection (books and bound periodicals designated by the call letters BL thru BX) is located on the 4th floor. The collection, librarians, and services on that floor support the Calvin College and Seminary students, faculty, and staff may obtain books and periodical articles free of charge through the Inter-library Loan service. Calvin alumni have limited permission to use this service. Check with the ILL manager for details. Other patrons are requested to use their public library or the institutional library where they are enrolled. Average delivery time is one week.

Interlibrary Loan (L207)
Calvin College and Seminary students, faculty, and staff may obtain books and periodical articles free of charge through the Inter-library Loan service. Calvin alumni have limited permission to use this service. Check with the ILL manager for details. Other patrons are requested to use their public library or the institutional library where they are enrolled. Average delivery time is one week.

SPECIAL COLLECTIONS
Most of the resources housed in these collections can be located by searching WebCat. Citation policies for these collections differ from those for the regular library collection. Please consult with a staff person in the collection area for details.

Career Resource Center (L214)
The Career Resource Center, located on the west side of the 2nd floor, contains a wealth of job-search resources and information. Open during all library hours, the Career Center usually has staff on hand to assist you with questions, computer logins, resumes, and other career-search matters.

Cayvan Recorded Media Center (L218)
The Cayvan BMI operates as a multi-purpose facility located on the 2nd floor. It contains the audio and audiodisplays of the library provides reserves and playback equipment for all types of recorded media, and houses the Calvin Choral Music Collection. Normal hours are Monday–Thursday, 9:30 a.m.–4:00 p.m., Friday, 9:30 a.m.–5:00 p.m., and Saturday, 10:00 a.m.–5:00 p.m., or as posted on the Cayvan web site.