

REGULAR HOURS OF OPERATION

August 19, 2009 - May 14, 2010

Monday–Thursday	7:45am – 11:00pm
Friday	7:45am – 5:00pm
Saturday	CLOSED
Sunday	2:00pm – 11:00pm

Please note the following exceptions:

September 7	Sunday Hours
October 8	Sunday Hours
November 21-28	CLOSED
October 25-December 11	**Extended Hours
December 12-19	*Intersession Hours
December 20-January 3	CLOSED
January 4-19	*Intersession Hours
January 18	CLOSED
February 15	Sunday Hours
March 4	Sunday Hours
March 28-April 4	CLOSED
April 5-May 14	**Extended Hours
April 5	Sunday Hours
May 15-June 5th	***PCC May Term Hours
May 31	CLOSED
June 6-August 17	*Summer Hours
July 5	CLOSED

Closed for Chapel/Small Groups

Tuesdays and Thursdays
9:30am – 10:30am

*Intersession Hours/Summer Hours

- **Mon. - Thurs.** Noon - 6:00pm
- **Fri.** Noon - 5:00pm
- **Sat. - Sun.** Closed

**Extended Hours

- **Mon. - Thurs.** 7:45am - Midnight
- **Fri.** - 7:45am - 5:00 m
- **Sat.** Noon – 4:00pm
- **Sun.** 2:00pm - Midnight

***PCC May Term Hours

- **Mon.- Thurs.** Noon - 8:00pm
- **Fri.** Noon - 5:00pm
- **Sat. – Sun.** Closed



714.879.3901

LIBRARY CONTACT INFORMATION

Circulation Desk	x1234
Information Commons Desk	x1225
Nicole McDermott Public Services Manager & Interlibrary Loans	x1223
Terri Bogan Associate Librarian Reference & Instruction	x1261
Robin Hartman Director of Library Services and Systems & Technical Services	x1212

PHOTOCOPYING (1ST FLOOR)

Black and White only 10¢ per page

FAX SERVICES

The fax machine is available at the Library
Circulation Desk
You may send or receive fax at 714.681.7515
The cost to send a fax is:
Within 714 area code 50c per page
Outside 714 area code \$1.00 per page
International fax \$4.00 per page
All incoming fax are free.

Free Wireless Network Available



HOPE INTERNATIONAL UNIVERSITY
Hugh and Hazel Darling Library
2500 E. Nutwood Ave. • Fullerton, CA 92831
Phone: 714.879.3901 x1234 • **FAX:** 714.681.7515
email: darlinglibrary@hiu.edu
web: <http://library.hiu.edu/>



PATRON HANDBOOK

Library Information,
Policies, and Services

Fall 2009 – Spring 2010

THE LIBRARY'S MISSION

The Hugh and Hazel Darling Library serves the information and research needs of the Hope International University community by providing access to information resources and developing information literacy for lifelong learning.

CHECK OUT POLICIES

HIU students in good standing may check out up to 20 items at a time with their valid *Hope ID* card.

Books: Due in 30 days

DVDs/Videos: Due in 7 days

CDs/Audio Tapes: Due in 7 days

Periodicals, Reference, and Reserve materials are NOT to leave the library.

FINES AND FEES

Overdue items: 25¢ per item/day

Lost items: \$70.00 per item

Library privileges may be revoked for excessive fines (including fines owed to consortia libraries), lost books, or violation of any library policy.

24 HOUR BOOK DROP

A book drop is located to the east of the library entrance for after-hours returns.

RESERVES

Books placed on Reserve at the Circulation Desk are for use in the library only. A valid *Hope ID* must be left at the Circulation Desk while using these materials. Hourly overdue fines apply. To find items on eReserve, go to the library.hiu.edu website, click Course Reserves and search by Instructor or Course. Items on electronic reserve (eReserve) may be read online.



RENEWALS

Items may be renewed within 7 days of the due date in person at the Circulation Desk, by phone (x1234) or online. Your University ID# will be required.

Online Renewals: <http://library.hiu.edu/>

1. Click on My Patron Information.
2. Enter your University ID# and Last name.
3. Click Login.
4. Click RENEW ALL to renew all eligible books, or to renew specific items, check the box to the left of each book and click RENEW SELECTED ITEMS.

Here you may also view items currently checked out to you, the status of any requests, outstanding fines, and more.

INFORMATION COMMONS (IC)

The library is equipped with 30 computers available for research purposes. You must login with your hiu.edu email address. Here you will have access to:

- Research Databases such as *FirstSearch*®, *ProQuest*® and more
- Software such as *Microsoft*® Office, *Logos*® Bible Software, *SPSS*® and more
- Peripherals such as flat bed scanners, web cameras, CD-RW/DVD drives, headphones, and more

PRINTING

Black and White

5¢ per page

Color

30¢ per page

INTERLIBRARY LOAN (ILL)

Our Interlibrary Loan service offers students, staff, and faculty the opportunity to acquire materials from outside of the Darling Library. This service is usually free, but charges may apply based on the lending policies of other libraries. Please see the Public Services Manager for more information.

HOPE ID CARDS

The library provides Hope International University Identification Cards to current students, staff and faculty with a valid Hope International University ID number.

Replacement of an ID card, for any reason, will incur a **replacement fee** of \$15.

Issuance of an ID card does not constitute registration as a Darling Library patron. Please register at the Circulation Desk for borrowing privileges.

CONSORTIAL BORROWING

The IEALC (Inland Empire Academic Libraries Cooperative) and SCATLA (Southern California Theological Librarians Association) consortia provide students from *Hope* access to resources from other libraries. This includes schools such as Biola, Azusa Pacific, Citrus College, Mt. San Antonio College, and many others. Students interested in using this program must see the Reference Librarian for an authorization card.

GUESTS FROM OTHER SCHOOLS

Library guests from other schools may check out 10 books at a time for 30 days with a valid school ID and an appropriate authorization card or letter. Please see a Librarian for more information.

COMMUNITY GUESTS

Guests from the community may check out 10 books at a time after patron registration. Registration fee is \$50 per year. Please see a Librarian for more information.