



A Guide to the Collections and Services of the Trinity College Library

September 2009

Contents

Overview	3
Library Collections	4
Use and Borrowing of Materials	6
Patron Types	7
Loan Periods, Renewals, and Limits	8
Fines and Fees	9
Other Lending Services	11
Services for Faculty	12
Additional Policies	14
Building Directory	15

Overview

The Trinity College Library is located in the Raether Library and Information Technology Center (LITC). The Library's extensive holdings contain outstanding collections of print, media, and electronic resources. There are also a large number and various types of study spaces including several group study rooms. The building also houses the College's Computing Center, the Blume Language Center, and a café.

The Trinity College Library is maintained by Trinity College for use by members of the Trinity community. During the academic term, the Library is open daily – current hours are posted at all entrances and are available on the Library's website or by calling ext. 2248. Alternative hours for holidays, interim periods, and summer sessions are posted as necessary.

Research assistance is available late morning through early evening hours and by appointment. Users seeking assistance should inquire at either the Circulation or Reference Desks on Level A. Photocopying and printing services are available using a Trinity College ID card, or guest cards that are available for purchase.

Library Collections

The collections of the Trinity College Library support teaching, study, and research in the disciplines represented in the Trinity College curriculum. The collections offer both historical depth in established fields of knowledge as well as current scholarship in new areas of research, and provide a wealth of information in formats ranging from traditional print collections to a variety of electronic and media resources.

Main Collection

The print collections of the Trinity College Library have over 900,000 volumes, including a large reference collection, the circulating book collection, government documents, bound periodicals, and the special collections of the Watkinson Library.

A growing number of online resources augments the print collections and range from citation databases, full-text journals, electronic books, and primary source material, to digital images and music collections, all accessible from the Library homepage.

The Library's microform collection on Level A contains primary source collections for historical research as well as several newspaper and periodical back files.

Music and Media

Video and sound recordings are located in the Music and Media Center on Level 1. There are four group listening rooms, a seminar room, and a number of study carrels. All of these areas offer equipment designed for playback of the music and media resources. The collection consists of over 8,000 CD's, 7,000 DVD's and videos, and covers most areas of study on campus.

Visual Resources

Located past the Reference collection on Level A, Visual Resources consists of a substantial collection of slides and digital images that support Trinity academic programs. Primarily illustrating the history of art and architecture, the collection spans all time periods and geographic areas.

College Archives

The Archives holds approximately 2,300 linear feet of documentary material related to Trinity. The College Archivist and collection can be found in the Watkinson Library. Access to some materials is restricted for reasons of confidentiality and legality. Further information can be found on the Trinity College Archives web page.

Watkinson Library

The Watkinson Library, an endowed library of approximately 163,000 volumes consisting of rare books, manuscripts, and a number of special collections, is located on Level A.

These collections have notable strengths in early printed books, book illustration and private press publications, voyages and travels, ornithology, and materials pertaining to U.S. social and cultural history in the nineteenth century.

The Watkinson is a closed stack library. Materials are non-circulating and must be used in the Watkinson reading room. The Watkinson Library has an extensive web page that provides more in-depth information on its collections.

Use and Borrowing of Materials

The Library's circulation policies are designed to grant equitable access to the Library's resources for all members of the Trinity community. To that end, borrowers must accept responsibility for the care of library resources and for the prompt return of borrowed materials.

Members of the general public with legitimate scholarly need are allowed in-building access to the Library's collections. Upon individual application, the Library will consider the extension of borrowing privileges to scholars outside of the Trinity community.

Access to some collections and/or materials may be through the appropriate curator or other library officer. Materials in the Watkinson Library, a specialized research collection, may only be used under the supervision of its staff. As a selective depository for United States government publications, the Library's Documents Collection is available to the public without any special application procedures.

Visitors must be 18 years old or, if under 18, must be accompanied by an adult 21 years or older. Parents are reminded that children must be supervised.

All visitors must show a government issued photo ID and sign the visitor's book at the Circulation Desk.

Patron Types

Students, Faculty, and Staff

Students, faculty, and staff are automatically granted borrowing privileges. Privileges are extended as long as the user is actively enrolled or employed. Students writing a thesis can request extended loan periods by completing the appropriate application and securing the signature of their faculty advisor.

CTW

Connecticut College and Wesleyan University students, faculty, and staff are allowed the same borrowing privileges at Trinity College that are extended to the same category of user here.

Trinity Associate & Affiliate

Associate borrowers are defined as Trinity alumni or retirees, members of consortia such as CCALD, and guest scholars. Affiliate borrowers are defined as affiliated members of the Trinity community and upcoming visiting faculty preparing for a Trinity course.

Associate or Affiliate borrowers will be issued a special borrowers card. Associates and Affiliates must present this card to exercise their privileges. Users requesting Associate or Affiliate privileges must fill out an application and present a photo ID prior to being issued a card. Applications are subject to the review and approval of the College Librarian or designee. Typically, privilege is granted within one working week after applying. Associate and Affiliate privileges are granted through the end of the academic semester in which the application is approved. Associate and Affiliate privileges can be 'renewed' by the re-submission of an application, and the appropriate review and approval.

Loan Periods, Renewals, and Limits

All borrowers are encouraged to return items early to make them available to other users. Renewals of checked-out items can be self-initiated by logging into your account within the library catalog. Upon reaching the maximum loan limit, all borrowers are expected to bring the items to the Library Circulation Desk to be turned in or to charge out the item again and restart the loan period. This last requirement is to ensure all materials are accounted for or if lost get replaced in a timely manner.

Table 1: Loan Periods and Maximum Renewals Allowed

	Books, etc.	Music CDs	Video DVDs	Media LP	Ref., Per.
Student (75 item limit)	28 days / 8	7 days / 1	3 days / 1	1 day / 0	- / -
Thesis Student (100 item limit)	120 days / 2	7 days / 1	3 days / 1	1 day / 0	- / -
Faculty/Staff (200 item limit)	Academic year / 2	7 days / 1	7 days / 1	7 days / 1	3 days / 0
Associate (5 item limit)	28 days / 3	- / -	- / -	- / -	- / -
Affiliate (10 item limit)	28 days / 3	7 days / 1	3 days / 1	- / -	- / -

All borrowers will be held responsible for theft, damage or loss of items held in their care.

Recalls

To provide equitable access to Library materials, any registered borrower may recall an item on loan. The form is available through the Library catalog. The original borrower is guaranteed a minimum seven day loan before receiving the recall notice. Once it has been recalled, it must be returned by the specified date. Failure to return recalled items on time will result in the suspension of borrowing privileges and the accrual of fines as listed below.

Fines & Fees

All borrowers are responsible for promptly paying fines for recalled items and a fine plus the replacement cost of long-overdue items.

Table 2

Fine/ Fee	Amount
Replacement Cost	\$60.00 minimum or market value
Late Fine	\$35.00 (at 45 days)
Overdue Recall Fine	\$10.00/day - \$100 maximum
Overdue Reserve Fine	\$5.00/hour - \$50 maximum

Notices & Bills

The Library sends notices regarding the status of items currently charged. Failure to receive a notice does not absolve the borrower from returning an item on time.

Courtesy notices are normally sent seven days prior to an item's due date. Overdue notices are sent the day an item is overdue, and every 7 days thereafter through the 42nd day. Items overdue more than 45 days will be declared lost, and the appropriate replacement fines and fees will be charged to the borrower's account.

Students will have their account balance forwarded to the College's Student Accounts office for settlement. Faculty and staff account balances will be sent to the address on record and should be paid by check to the Trinity College Library.

Appeals / Claimed Returned

Once an overdue notice has been issued, a borrower has 14 days to make an appeal if they feel that the Library is mistaken. The Library will search for any claimed returned items. If the item is found, the borrower's record will be cleared. But the Library reserves the right to bill the user for unfound items. More than 3 "claims returned" in one semester will result in a block in further borrowing.

Please Note:

All borrowers are expected to adhere to the Library's circulation policies. Failure to do so will result in the temporary or permanent loss of borrowing privileges.

Suspension of Borrowing Privileges

Borrowing privileges will automatically be suspended if any borrower:

- Has more than 10 overdue items
- Has overdue recalled items or overdue Reserve Desk material
- Has an overdue item from another library
- Has accumulated at least \$75 in fines and fees

Other Lending Services

Interlibrary Loans and Photocopy Requests

Books and photocopies of articles from journals not owned by Trinity or within CTW are usually retrievable via an interlibrary loan request. In general, there is no charge for book requests, but there may be a fee for obtaining photocopies. Failure to return these books by the due date will result in loss of all Library privileges until the item is returned or replacement payment is made according to fees assessed by the owning library.

Reserve Desk

The Reserve Collection provides controlled access to items that the Trinity faculty have designated as required for courses. Users seeking to access reserve items should request the item at the appropriate circulation/reserves desk. Reserve items may be restricted for use in the building. During periods when particular reserve items are being requested by multiple users, staff may limit the number of reserve items that may be charged out concurrently.

Reciprocal Privileges

Trinity College Library's participation in borrowing agreements with other libraries is intended to further two goals: allowing Trinity students and faculty access to a broader and deeper collection of materials than we are able to collect; and to allow other scholars' access to materials unique to Trinity College Library.

CTW Consortium

The Trinity College Library is a member of the CTW Consortium which includes Connecticut College and Wesleyan University.

Students, faculty, and staff of within the consortium have reciprocal borrowing privileges at all three libraries. Items may be obtained in person, or by requesting items through our online catalog. Failure to return books by the due date will result in loss of CTW and Trinity College Library privileges until the item is returned or

replacement payment is made according to fees assessed by the owning library.

Council of Connecticut Academic Library Directors (CCALD)

The Trinity College Library participates in the CCALD reciprocal borrowing program. Trinity College faculty and staff can apply to the College Librarian for a CCALD reciprocal borrowing card; this card allows the holder limited privileges at select academic libraries in Connecticut.

Each lending institution determines the extent of this privilege, including the length of the loan period. Items must be picked-up and returned to the lending institution. Failure to return books by the due date will result in loss of CCALD and Trinity College Library privileges until the item is returned or replacement payment is made according to fees assessed by the owning library.

CCALD members who seek to use Trinity items are given the same borrowing privileges as Associate users.

Services for Faculty

Instructional Services

From the First Year Seminars to senior thesis methodology classes, the Library's Reference and Instruction Department offers a wide range of information literacy instruction for faculty and students. Librarians are available to meet with departments or individual faculty members to explain the concepts of information literacy, demonstrate resources, or to tailor instruction to a specific course or assignment. Faculty members are encouraged to schedule library instruction as far in advance as possible.

Liaison Program

The liaison program has been created to foster dialog and collaboration between the Library and the academic departments/programs of the College. Librarians serving as department/program liaisons are the primary contact for their respective faculty when it comes to any questions about the Library's programs and services. Liaisons work with faculty to assess their library instruction and collection needs and keep faculty informed about new Library initiatives and resources. Questions about the liaison program can be addressed to Doris Kammradt (ext. 5352), the program's coordinator.

Reserve Desk

The Library's Reserve Program allows faculty to identify materials for which the Library should provide controlled access during the semester to *required* print and non-print materials that are either not available in the bookstore or are exceptionally expensive. For more information contact Alice Angelo (x2247) for print materials or Amy Rua (x2576) for media materials.

Additional Policies

Food is only allowed in the café on Level A. Only beverages in closed containers can be brought into the rest of the Library.

Smoking is not allowed anywhere in the facility.

Please refrain from unnecessary cell phone use in the facility; if you find it necessary to use a phone please be mindful of others and respect their right to a quiet study space.

Publicly accessible Ethernet jacks are available throughout the Library. Wireless access is also available through most of the facility, although coverage varies in the book stacks.

Network access to subscription resources is restricted. Guests are asked to use one of the publicly available workstations when accessing subscription resources. If you have a Trinity account, and wish to use subscription resources from public ports or wireless, you will need to configure a Trinity VPN account - for help configuring VPN access, please contact the Computing Center.

The Library is not responsible for personal belongings left unattended. If you are leaving belongings for brief periods, please be sure that valuables are secured (security rings are provided to lockdown laptops at all study locations).

Building Directory

Table 3

Floor	Services and Collections
Level 3	Main Collection: A-G, R-TK
Level 2	Main Collection: H-N, TK-Z
Level 1	Cataloging and Acquisitions Current Periodicals Language Lab Librarian's Office Music and Media Center Main Collection: P-PZ
Level A (Main entrance)	Circulation and Reserves Microforms Reference Visual Resources Watkinson Library Main Collection: Q-QR
Level B	Computing Center
Level C	Storage Collection Bound Periodicals Government Documents

For detailed floor plans see the Library web page.

General Contact Information:

Circulation Desk	860.297.5184
Reference Desk	860.297.2252
Acquisitions	860.297.2249
Librarian's Office	860.297.2255
Music & Media Center	860.297.2192
Visual Resources	860.297.2194
Watkinson Library	860.297.2268

E-mail inquiries: library-feedback@trincoll.edu

For updated information and current hours,
please visit us on the web:
<http://library.trincoll.edu/>



TRINITY COLLEGE LIBRARY
300 SUMMIT STREET
HARTFORD CONNECTICUT 06106