Using the Library
Millard Sheets Library - Otis College of Art and Design

General Policies
There is no copy stand available for use; please contact the Photo Lab on the sixth floor.

The library maintains an ongoing collection of magazines. We do not throw them away. Bound volumes of back issues are kept in the Library storage facility. If you need back issues, please request the periodical by date of issue and volume at the Circulation desk. There may be a 24 hour delay in retrieval of the volume you request so please plan ahead.

Reference, Special Collections and Artist’s Books do NOT circulate.
There is a 15-minute time limit for these machines while other patrons are waiting.

Special Collections and Artist’s Books are available only between 9 am and 4:30 PM, Monday through Friday. An appointment is recommended.

Reserve materials are held behind the Circulation Desk. To access reserve materials, please present the Circulation staff with the following information: Teacher’s name, class name, title of item, author of item, nature of material (book, Xerox, reader, etc..). All patrons, including staff and faculty must check out reserve materials if they wish to remove them from behind the circulation desk.

Patron Empowerment
For your convenience, many transactions are available online including:
- Viewing what is checked out and account status
- Placing “holds” on materials checked out to other users
- Renewing your library materials.

Your Xnumber and Self Service Pin will be required.

Do not reshelve books, magazines or DVDs once you have removed them from their resting place. We prefer that you do not leave books or magazines on the tables. When you have finished with them, please place them on the book carts.

You are required to present your Otis ID when requesting library transactions. While the Otis library is available for use by the general public, circulation privileges are only offered to faculty, staff, and the students who are enrolled in degree programs. Before full library privileges are granted, you must:

- Obtain an Otis ID card from the Security desk
- Fill out and sign a Library Agreement Form
**Overdue Fines**
The library considers compliance with due dates and overdue fines part of your education.

**Returns**
There is an AFTER HOURS book drop available near the entrance of the library.

Items placed in this book drop will be checked in on the following business day. The book drop is checked only once a day.

It is okay to place videos in the book drop.

Please remember to check all books for personal paperwork and remove all bookmarks including post-it notes.

Videos and DVDs, CDs, and CDXs, must be returned during business hours and placed in the video return slot that is just outside the library security gates. Please be certain that all of the materials are placed in their corresponding cases, barcodes facing out.

Remember to **rewind** VHS tapes.

**Office Supplies**
Two color copiers and two large-format flatbed scanners are available for your use. The use of the scanner is free. The copy machines do not take coins or bills. Use your student ID number and your debit or credit card to add value to your Papercut account. Black & white copies are 5 cents each. Color copies are $.50 to $1.

Please do not attempt to install paper in any Library owned machine. Library Staff are happy to help.

Standard stapler, hole punch, and pencil sharpener, are located at the office supply station just right of the entrance. Please do not remove these materials from that location. Always clean up after yourself. White-out, glue stick, heavy-duty stapler, staple remover, compass, protractor, scotch tape, scissors, long-neck stapler and golf pencils are available for use upon request at the Circulation desk.

Please supply your own pens, paper clips, erasers and paper. Please refrain from removing paper from the copy machine or printer. You may have as much scrap paper as you like but if you need blank sheets, please print them blank from Word.

Blue Books are sold in the Liberal Studies office. Text Books are sold at the beginning of every semester in the online bookstore, not in the library.

Scissors, knives, X-acto blades, razor blades and all cutting devices are not permitted within the library. Please leave them in your car or your locker. If the library staff sees you with any cutting device in the library, it will be confiscated until you leave the library.

**Play Well with Others**
The library is a place for quiet study. Please whisper if you need to talk. Group study is allowed in the group study room only. Rambunctious behavior is not permitted.

Please be considerate of others. Cell phone conversations should be conducted outside of the library.

Do not run through the security gates--even if you are late for class.

Beverages (except water) are NOT allowed in the library. Food and drink are also NOT allowed in the library.

Please clean up after yourself.

Thank you for your cooperation!