# JOHN BROWN UNIVERSITY LIBRARY
## Pastor Card Policies

<table>
<thead>
<tr>
<th>Library Hours</th>
<th>Library Phone Numbers</th>
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<tbody>
<tr>
<td>Monday - Thursday *7:30am – Midnight</td>
<td>Circulation: 479.524.7202</td>
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<tr>
<td>Friday *7:30am – Midnight</td>
<td>Reference: 479.524.7153</td>
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<tr>
<td>Saturday *10:30am – 6:00pm</td>
<td>Interlibrary Loan: 479.524.7276</td>
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<tr>
<td>Sunday 2:00pm – Midnight</td>
<td>Director: 479.524.7191</td>
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<tr>
<td>*Computers/copiers available ½ hour earlier than official opening time. Hours may vary during summer, holidays, and semester breaks.</td>
<td>Archives: 479.524.7207</td>
</tr>
<tr>
<td>Library email: <a href="mailto:library@jbu.edu">library@jbu.edu</a></td>
<td>Instructional Services: 479.524.7355</td>
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</table>

**LIBRARY CARD**
Issued at the library, at no charge; good for 1 year. The card is to be used only by the pastor; family members may borrow materials if they purchase a General Patron card ($10/year).

**CHECKOUT PERIOD**
21 days. Books may be renewed up to two times (by phone, email, or in person) if there is no hold on the book.

**CHECKOUT LIMITS**
A maximum of 5 books may be checked out at any time.

**INTERLIBRARY LOANS**
Requested items (books or articles) will be available in 1–2 weeks. Email the request to the Interlibrary Loan Librarian (simones@jbu.edu). There is a $2.00 fee per transaction.

**FINES/FEES**
Overdue fine is $.25 per day per book. You will be billed for replacement cost of any unreturned item(s), plus $10 processing fee per item. Check out privileges may be suspended for outstanding fines or missing books.

**RESEARCH QUESTIONS**
Research and other library questions may be asked at the reference desk or by phone (479.524.7153), email (mhaberma@jbu.edu), or text: 479-310-JBU1 (5281).

**VIDEOS, DVDs**
Videos and DVDs do not circulate. Video and DVD players are available in the library.

**COPIER**
Ask at the circulation desk. Copies are $.10 per page.

**CATALOG ACCESS**
From any computer on or off campus, via the library home page: [http://www.jbu.edu/library](http://www.jbu.edu/library). Use the “JBU Catalog” tab on the library search bar.

**COMPUTERS**
Wifi is available throughout the library; inquire at the circulation desk or IT help desk office for a guest login. The three computers around the pillar near the library entrance can be used with no login required. There may be a time limit on computer use if students are waiting.

**ONLINE RESOURCES**
A number of web-based resources are available through the library website, including the American Theological Library Association collection of full-text journals and the Christian Periodical Index. The pastor card does not include off-site access to digital resources; these must be used in the library.

**ARCHIVES**
Documents, artifacts, and special collections available for research; materials must be used in library. Located in LRC 150; call for hours.

*The library staff will assist you with your information needs. Don't hesitate to ask if you have a question.*