



Mabee-Simpson Library Policies

Updated August 2025

Mabee-Simpson Library 2025 General Policies

Loan Policies:

Loan Periods for Books

Students: One Semester

Faculty/staff: One Year

Friends of the Library (Community members and alumni): 1 month

Renewals allowed, unless a material is on hold.

Loan Periods for DVDs

Students: 2 weeks

Faculty/staff: 2 weeks for personal use, one semester for classroom use

Friends of the Library (Community members and alumni): 2 weeks

Renewals allowed, unless a material is on hold.

Reserve Materials

Please see the Reserves Policies

Loan Limits:

Books:

Students: 10

Faculty/staff: 25

Friends of the Library: 5

DVDs and other Materials

Students: 4

Faculty/staff: 10

Friends of the Library: 3

Library Use Policies

The library is first and foremost a place for learning and exploring new ideas. To keep up with this goal, please conduct yourself in an appropriate manner. This includes being considerate of others. The first floor of the library is a full-volume area, which means that group work is encouraged. The second floor is a minimal-volume area, which means that silent work is encouraged. The study rooms on the second floor are first-come, first-serve, unless a room is reserved with the Library Staff. The two study rooms that feature desk-top computers are meant to be used for exam taking. If you need to take a Lockdown Browser exam, please let the library staff know and we will do our best to accommodate you. If you are unable to find an appropriate room for a Lockdown browser exam, please visit the MAC.

Please clean up after yourselves and report any disturbances, messes, or other causes for concern to the circulation desk staff.

Browsing Materials

Please place all unwanted materials on an open library cart or a table or bring them to the circulation desk. Do not reshelve materials. Having a librarian reshelve helps prevent items from being mishelved and thus inaccessible. The library uses “in-library use” data to make decisions about possible deselection of materials.

Check In/Out of Materials

Library Cards:

Students, staff, and faculty must provide their Lyon ID card or number upon checking out.

For Friends of the Library, a library card may be acquired by inquiring at the circulation desk. A valid ID or mail piece must be provided to prove proof of residency. An email and/or phone number must also be provided for due date notices.

Check Out:

Our catalog of materials can be found at library.lyon.edu. If you are unable to find a material, please fill out the ILL form or email ill@lyon.edu. If you are unable or unsure of where to find a material in the library, please find a library staff member and they will be happy to assist you.

When you are ready to check out, please bring all library materials to the circulation desk. A staff member will assist you in checking out. If no one is at the desk, please ring the bell.

Check In:

Materials can be returned in the drop box at the entrance or at the circulation desk. For calculators, please place them into the ‘Calculator Cage’ that is located on the circulation desk. If you would prefer, please feel free to return materials to a library staff member. Leaving books or calculators improperly on the circulation desk without notifying staff forfeits any library responsibility if anything happens to the materials following drop off.

Study Rooms

The study rooms on the second floor are generally first come, first serve unless reserved in advance for Lockdown Browser exams. The use of the study rooms is a privilege and this privilege can be revoked if a patron disobeys posted expectations.

Cleanliness: Please clean up after yourself: throw away trash, push in chairs, clean up any spills, etc. Please erase the chalkboards before leaving the study room. Empty study rooms are subject to chalkboard erasure if any writing could be considered as giving an unfair advantage or cheating.

Conduct: While talking is allowed, please keep volume (including computer volume) at a respectful level.

Cell Phones and Other Devices

Cell phones must be set to silent or vibrate. Headphones should be utilized when watching media in the library, especially on the top floor/ 'quiet zone.' If you must take a phone call, please move to the lobby, stairwells, outside, or the Tornado Cross Garden.

Food, Drinks, and Tobacco/Vapes

Food and drinks are permitted in the library. Drinks must have lids. Any spills must be cleaned up. Smoking, chewing tobacco, and vaping (and other associated products) are not permitted in the building. A designated smoking area can be found on the patio/porch facing the dormitories.

Signage and Library Bulletin Boards

Flyers and posters are only permitted on the side areas of the main doors and on the bulletin boards in the entry. Other areas may have posters following approval from a library staff member. It is up to the discretion of the library staff how long or even if items may be posted.

Unattended Children

While the Mabee-Simpson Library is open to all, children under 12 should be accompanied by a responsible adult.

Computer Use

There are computers for library research in the building. Any member of the campus (student, faculty, and staff) may use them by logging on with their college ID and password. Community members may use the library computers by acquiring a guest log-in at the circulation desk. Viewing of pornography is prohibited.

Black and white printing is available on one of two library printers.

Library staff cannot offer training in the use of computers or computer applications, but can assist with research and basic applications and troubleshooting. For wider instruction, a one-on-one can be scheduled with a librarian.

Abuse or destruction of library property will be reported to Lyon College Campus Security and may result in restrictions of library privileges

2025 Mabee-Simpson Library Reserves Policies

Items that may be put on reserve are: books, textbooks, lab manuals, DVD's, and CD's. Other materials may be put on reserve at the discretion of the circulation staff. Library calculators are also considered reserve items. The calculator policy is separate from the reserve item policy due to the nature of the material.

Items may only be placed on reserve by professors. Students wanting to use materials like a reserve item may check out the item and take the item with them during the designated loan period. Items will not be kept at the circulation desk 'on reserve' for students unless approved by a professor and the library staff.

Professors may choose to place a material on reserve by filling out the reserve material request form, which may be accessed by emailing mslibrary@lyon.edu. Materials may be obtained via library funds, professor donation, or departmental purchase. Professor donations that are no longer needed will be the responsibility of the professor to pick up.

Items may be put on reserve for 1 hour, 2 hours, 4 hours, 24 hours, or 1 week. The default loan period is 2 hours. For 1, 2, and 4 hour loans, the patron and the material must remain inside the library. Chronic failure to return a reserve item may result in reserve borrowing privileges being revoked. *Removal of an in-library use only reserve item may also result in reserve borrowing privileges being revoked.*

Photocopies may be produced as long as they fall within the scope of the Fair Use clause in the U.S. Copyright Law. For more information, visit the link below.

Library Calculator Policy

The Mabee-Simpson Library has a set of calculators that are available for 24 hour check outs. Due to supply and demand, the library has implemented further restrictions on the loan periods of the library calculators. We understand that sometimes a calculator may be needed for more than 24 hours. Please keep in mind that the library has a set number of calculators and that those calculators are a commodity.

Following the initial 24 hour loan period, a seven day grace period will be given. Following this grace period, failure to return a calculator will result in a charge of \$120 being placed on your library account. This charge may be removed at the discretion of the circulation staff upon return of the calculator. Following this charge being placed on the account, a patron will be notified weekly of their failure to return until the item is returned or, in case of damages/loss, paid for. On the last day of the Finals period for both Fall and Spring semesters, uncleared charges will be sent to the Accounts Payable office. For graduating students, please notify the library if you have a final that requires a calculator as this may impact our pre-graduation clearing of accounts. After the charge has been sent to Accounts Payable, the fines can only be waived under the direction of Accounts Payable and the Library circulation staff.

For more information on the U.S. Copyright laws, please visit the following PDF:
[Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code – December 2024 \(Circular 92\)](#)

2025 Mabee-Simpson Library Interlibrary Loan Policy

Requesting Books:

WorldCat Discovery is the search engine used in the Mabee-Simpson Library. It searches for books, videos, and articles in the library, as well as libraries nationwide and worldwide.

WorldCat Discovery also provides an ordering platform for Lyon patrons so that books and articles can be borrowed from other libraries. When using WorldCat Discovery, watch for the red "Request" button within the citation in question. Clicking on the button will automatically pull up an electronic request form. Simply, complete and submit the form. Requests are fulfilled in 14 days or less. Requests may be unfilled due to a variety of reasons, including fees required, inability of libraries to lend, or lack of availability. Alternatively, please send bibliographic information (author, title, publishing date, ISBN, link, etc.) to: ill@lyon.edu

Requesting Articles:

Most of the articles that are not full text in the library's databases have a link that says, "Fill out an ILL Form for This Article or Order Document." Once the new window pops up, the form automatically populates the ILL request form with the information needed to process the request. Just complete the contact information and click the submit button.

If the databases don't have an interlibrary loan form, copy and paste the citation into an email and send to: ill@lyon.edu

Claiming ILL Items:

Upon receiving the item, students, faculty, and staff will receive notices through their Lyon College email when materials are ready for pick up at the main circulation desk. Once an item is ordered and received, a patron is responsible for it. Books should be picked up in a timely manner. If a book is not picked up by the patron, it will be returned to the lending library on, or right after, the due date. The checkout time for an ILL book is generally one month with a renewal time of two to four weeks, depending on the request. If a book has "no renewal" on its cover slip, the patron is expected to return the book to the ILL office by the designated due date.

Failure to return a book in a timely manner will result in the cost of the book and any associated fees being placed on the patrons' Accounts Payable account.

Student book requests are limited to fifteen items per semester. Periodical articles ordered will be emailed to the student at no charge and there is no charge for book loans. The patron may keep articles. Friends of the Library are limited to five ILL book requests. Faculty and staff have no limitations for ILL book requests. These limits are subject to discussion during special circumstances. For extenuating circumstances, email ill@lyon.edu or talk with the Resource Sharing Librarian during normal business hours.

Any lending library has the option to not renew a book. When this occurs, the book is RECALLED. When a book is recalled, the patron is asked to return the book to the library within 24 hours of notification. The patron will be notified via email concerning recalled items. Specific information will be given in these email messages.

Returning Items and Overdue, Lost, or Damaged ILL Items

To return an ILL item, a patron must return the material to the circulation desk or to the Resource Sharing Librarian's office. When an ILL book is due, an email message will be sent to the patron. These messages will continue every week until the overdue material is returned. Lending libraries determine the fees incurred for lost or damaged ILL items. Lost or damaged items, specifically books, must be paid for by all Lyon borrowers, including faculty members, who request them. All fees charged are paid to the lending library in compliance with their lending policies. Typically, this includes the cost of the book plus a processing fee. If a borrower believes that he/she has returned ILL materials to the library circulation desk or the interlibrary loan office, a search process will ensue. This includes contacting the lending library and having the item traced. A borrower will be allowed a one-time pass on paying for the said returned item. Otherwise, all patrons are expected to pay for lost or damaged books that are in their possession. ILL books that are returned late, or damaged in any way, jeopardize the ability of the MabeeSimpson Library to borrow materials from other libraries in the future. **Loans designated for "In Library Use Only" cannot circulate outside the library building.** Noncirculating items typically include rare or fragile books, genealogical materials, reference books, bound or paper issues of journals, microfilm reels, and DVDs.

For all other inquiries or further questions, please contact the Resource Sharing Librarian in person or at ill@lyon.edu.