

Burnap Memorial Library Clarkson University Federal Depository Documents Public Access Policy

The Burnap Memorial Library at Clarkson University was designated a selective Federal depository in 1938. It serves the government information needs of the 21st U.S. Congressional District along with other selective depositories located at St. Lawrence University in Canton, the State University College in Potsdam, the State University College in Oswego, and Plattsburgh State University. Under the provisions of Title 44, United States Code, section 1911 we are obligated by law to make depository information available for the free use of the public in the library.

Our policy is to provide access to all depository resources for our primary clientele and the general public at all hours the library is open. During the academic year library hours are 7:30 a.m.-12:00 Midnight Monday through Thursday, 7:30 a.m-8:00 p.m. Friday, 12:00 noon-8:00 p.m. Saturday, and 12:00 Noon-12:00 Midnight Sunday. In summer session library hours are 8:00 a.m.-4:00 p.m. Monday through Friday. Hours for holidays and during academic recess are posted in the library.

Reference assistance by librarians with an M.L.S. degree is available 8:00 a.m.-4:00 p.m. Monday through Friday The library's main Circulation and Reference Desks are located within view of the entrance to the library on the first floor of the Schuler Educational Resources Center. The depository emblem is posted on all public entrances to the building. This area of the library is handicapped accessible and handicapped parking spaces are available near the building.

The library provides reference service to all users with regard to depository information. Services include: help in identifying and locating resources in the collection, including specific titles; assistance in locating wanted information in the library; answers to reference questions or a referral to a source or place where the answers can be found; guidance on the use of the collection, including the principal available reference sources, catalogs, abstracts, indexes, and other aids including electronic products; pointing out the availability of other resources in the region; and assistance in borrowing documents from regional or other libraries through interlibrary loan.

Interlibrary loan service is provided to the University community and to residents of Potsdam and the surrounding communities. For the general public outside this area reference librarians will assist them in finding the necessary information to enable them to obtain depository materials on interlibrary loan through their local library.

Documents are bibliographically accessible through our online catalog <http://libguides.library.clarkson.edu>. The catalog includes hot links to documents available only on the Internet and to the electronic version of documents also in a

tangible form in our collection. Our cataloging records are also contributed to a regional union catalog, ICEPAC <http://www.icepac.net/>.

Workstations are provided for accessing government information including but not limited to FDsys <http://www.gpo.gov/fdsys/search/home>. Access to printing facilities for the general public is provided through special passwords. Remote access to these and other sources is available on the library's Web site. Some non-depository sources are subject to license agreements limiting access to the University community. The general public must use workstations in the library to access these sources.

Documents are housed on the second floor. In response to patron requests materials are retrieved and held for them at the Circulation Desk. Copiers are available for patron use.

All depository materials may circulate. The library extends borrowing privileges to residents of Potsdam and the surrounding communities. Anyone from outside this area may use the materials in the library or request them on interlibrary loan through their local library.