

UNIVERSITY OF OREGON LIBRARY

CIRCULATION POLICY

September 15, 1986

Persons affiliated with the University of Oregon may borrow from the collections of the state's largest research library. The following circulation policies will guide borrowers in the responsible use and timely return of materials in the collection.

CHARGING MATERIAL FROM THE LIBRARY:

Material will be charged to borrowers presenting validated University of Oregon I.D. cards. Persons without validated UO I.D. cards in hand do not have borrowing privileges.

Most library users may borrow general materials for 2 weeks.

Faculty and graduate students may borrow general materials for 6 months. Faculty on temporary appointments may borrow general materials for the length of the appointment, or 6 months, whichever is shorter.

Graduate students must present validated UO I.D. cards with graduate status indicated on validation stickers or embossed on cards in order to charge material for six months.

Material is subject to recall at any time.

Borrowers are responsible for returning material no later than the due date stamped on the charge slip. When borrowing books, borrowers are responsible to note due dates. Overdue notices are not sent.

The person in whose name a book is charged is responsible for its proper use and timely return. A borrower should never lend a book charged in his/her name to another person.

Book return chutes outside some libraries may be used to return books when the library is closed. Recordings may never be returned through the book chutes.

Restricted material must be returned to the appropriate circulation desk.

No person may borrow library material using another person's I.D. card.

All persons are responsible for safeguarding their I.D. cards and are responsible for all material charged on the card.

Faculty may appoint one UO-affiliated proxy. When charging library material in the name of the faculty, the proxy must show his/her validated UO I.D. and proxy cards.

TYPES OF MATERIAL:

General material. Includes most books in circulating collections. Length of loan depends on status of borrower: 2 weeks or 6 months.

Restricted material. Includes reserve material. Length of loan depends on type of material: 2 hours, 2 days, 7 days.

Reserve material
Juvenile and Curriculum Collections
Corporation Reports, hardcopy and microform
Microforms, if not otherwise specified
Circulating recordings, sound effect recordings, cassettes
Vertical file material
Journals in Science Library
Slides and AAA photographs
Maps and aerial photographs

Non-circulating material. Most are stamped "non-circulating"; includes current and bound periodicals except in Science Library. Examples are:

Reference material
Periodicals, hardcopy and microform
Rare books, manuscripts and archival material
Historical maps

LOAN PERIODS:

- 2 hours Restricted material, includes reserve material. Those charged 2 hours before closing will be due back one-half hour after the library reopens.
- 2 days Restricted material, includes reserve material. Material due at 2 p.m. on date stamped on charge slip.
- 7 days Restricted material. Due date stamped on charge slip.
- 2 weeks All material due on Wednesday, date stamped on charge slip.
- 6 months All material due on Wednesday, date stamped on charge slip. May be less than 6 months for temporary or short-term appointments.

RECALLS:

When a book is charged to a borrower, another person may request that the book be recalled and will be notified when it is returned.

Borrowers are responsible for prompt return of recalled material. If a borrower plans to be out of town s/he should return borrowed items or arrange with someone to receive notices and return recalled material. This includes intersession and vacation time.

RENEWAL OF CHARGED MATERIAL:

Borrowers who want to renew charged material must do so no later than the due date stamped on the charge slips.

Renewals may not be made by telephone.

If material is needed by another user it may not be renewed by the original borrower.

Borrowers must present validated I.D. cards or faculty proxy cards upon each renewal.

Only one renewal of general material may be made by borrowers bringing in charge slips. At the renewal due dates, general material must be presented for return or recharging.

Restricted material must always be presented for renewal.

CONFIDENTIALITY OF CIRCULATION RECORDS:

The name, department or status of any borrower of library materials will not be released to anyone. Faculty and graduate students may waive their right to confidentiality at the time they charge library material, thereby allowing their names to be released to other faculty and graduate students.

FINES:

All borrowers are subject to fines for overdue material. Fines for overdue material:

- General material: \$.25/day
- Restricted material: \$.25/hour; \$1/hour for material in demand
- Recalled and seven-day material: \$1/day
- Maximum fine: \$10 per item

REPLACEMENT COSTS:

All borrowers who lose library material or return damaged materials will pay:

- Replacement or repair cost of item
- Service charge: \$6 per item
- Accrued fine



UNIVERSITY OF OREGON

Proxy Program

The University of Oregon Library Proxy Program allows UO Faculty to designate one person to act as representative when charging material from the Library. This representative must be affiliated with the University while acting as proxy.

Faculty members who wish to designate a proxy should complete the form below. A proxy card will be issued when the designated proxy presents this form and his or her validated UO ID card to the Circulation Desk at the Main Library.

Any questions concerning this program should be directed to the Main Desk Supervisor or to the Head, Circulation Department, Main Library.

Designated proxy: _____
(please print)

Faculty name: _____
(please print)

Faculty member department: _____
(please print)

Faculty UO ID Number: _____

Expiration date of proxy card: _____
(no longer than one year)

In making this request I acknowledge that I am financially responsible for all library material charged to my name by the above named representative.

Faculty signature

date

Office Use ONLY: Faculty Name: _____
Proxy Status: _____
Date Issued: _____
Expires: _____
Staff: _____



UNIVERSITY OF OREGON

Proxy Privileges for UO Students with Physical Limitations

UO students with physical limitations may authorize other UO borrowers to act as their library proxies. The proxy borrower must be a UO borrower in his/her own right. Physically limited students may designate only one borrower to act as proxy.

Procedure:

1. Physically limited student requests proxy privileges from the Librarian in charge of Services to Students with Physical Disabilities. Librarian gives student "Request for Proxy Privileges" form (UL 42 rev. 85), and notes on the bottom his/her name and current date.
2. Student presents form to staff at Circulation Desk, Main Library, along with currently validated Certificate of Paid Tuition and UO Photo Identification card. If the student has graduate status, staff note it on the "Request for Proxy Privileges" form.
3. Person acting as proxy presents currently valid UO Photo Identification card to staff at Circulation Desk and is issued a proxy card. Proxy cards are given the current term as the expiration date.
4. If the student with physical limitations is a graduate student, the words "graduate student" are stamped on the proxy card.
5. If the physically limited student is unable to come to the Library to complete the process, Library staff may verify the student's current enrollment by checking the Student Roster.

Physically limited students who have special needs not covered by Library policy should be referred to the Assistant University Librarian for Public Services.

UL 043

THE LIBRARY • EUGENE, OREGON 97403-1299 • TWX: 5105970354 • TELEPHONE (503)

An Equal Opportunity, Affirmative Action Institution



UNIVERSITY OF OREGON

THE LIBRARY · EUGENE, OREGON 97403-1299

RECEIPT/ACKNOWLEDGEMENT FORM

Received of _____

Mr. _____ Mrs. _____ Ms. _____ Dr. _____ Miss. _____ Professor _____ Other _____

Address (home) _____ (business) _____

Business phone _____ Home phone _____

Affiliation _____
(Alumni, Faculty, Staff, Friend of Library, etc.)

General
Description of
Items Donated:

Special Instructions or Notes:

Date:

Received by:

RECEIPT/ACKNOWLEDGEMENT FORM

Received of _____

Mr. _____ Mrs. _____ Ms. _____ Dr. _____ Miss. _____ Professor _____ Other _____

Address (home) _____ (business) _____

Business phone _____ Home phone _____

Affiliation _____
(Alumni, Faculty, Staff, Friend of Library, etc.)

General
Description of
Items Donated:

Special Instructions or Notes:

Date: _____ Received by: _____

If the value of this gift is over \$100, please indicate its total value: \$ _____

Return this form to the Collection Development Librarian within two days of receipt of the gift.

Gift Acknowledgement Format

1. *Name.* The acknowledgement should use the form of the name preferred by the donor, if known. If the preferred name is not known, the Library will use the name as it appears in the UO telephone directory, or other appropriate telephone directory, or the *UO Alumni Directory*. If no information can be found in these sources, then a judgement on the form of the name to use should be made by the person who has received the gift. See also section 7.6-7.14 of the *Chicago Manual of Style*, for forms of foreign names.
2. *Titles.* If the donor prefers a certain title, that should be used in the acknowledgement. For specific formats, see section 7.15-7.27 of the *Chicago Manual of Style*. Use "Mr.," "Mrs.," "Ms.," or "Miss" if used by the donor, unless the donor has a civil, military, religious title, or a title of nobility. Use "Dr." only for donors who have a medical degree (unless the donor prefers to use "Dr.") "Ms." should be used for female donors if the donor doesn't indicate a preference. "Professor" should be used for all university faculty, unless an alternative title is preferred.
3. *Address.* Acknowledgements should be sent to a home address unless a business or campus address is preferred by the donor.



UNIVERSITY OF OREGON

September 16, 1985

MEMORANDUM

TO: Deans and Department Heads
FROM: Richard J. Hill *R. J. Hill*
SUBJECT: Photo ID Cards for New Faculty

Newly appointed faculty sometimes require use of library materials immediately upon arriving at the University of Oregon. In order to allow them to charge material from the UO Library prior to their appointment dates, Department Heads may follow these steps to speed the production of new faculty ID cards.

1. Department Head assures that a Payroll Budget Request form has been completed by departmental staff and forwarded to the appropriate Vice President.
2. New faculty member may then request that the Office of Budget and Management prepare a Photo ID request form.
3. New faculty member may take the ID request form to the Photo ID Office (Room 4, EMU) and receive the ID card immediately. Photo ID staff will affix a current fiscal year validation sticker to the back of the ID card.

By using these procedures, incoming faculty may obtain a validated ID card which serves as a Library card.

Copies of the Library's Circulation Policy are available at all service desks and Library staff will answer questions new faculty may have about the Library.

RJH:lms

UNIVERSITY OF OREGON LIBRARY
Public Service Division

USE OF MAC LAB

A MacIntosh Lab, located in 394A Main Library, is available to persons with currently valid UO ID on a first-come, first-serve basis. The Lab has two MacIntosh Plus computers and an Imagewriter printer, connected by AppleTalk network. Access to the Lab and an assortment of software is through the Microform service desk. A person may use a computer for 2 hours or less at any one time.

The software, to be used in the Library Mac Lab, is on reserve, and may be charged out for a two-hour loan period. Software includes:

Guided Tour of the Mac
Software Sampler
MacWrite
MacPaint
MacDraw

Overdue fines on software are \$1.00 for the first hour or portion, and \$0.25 for each additional hour, unless the software is in demand when the fine is \$1.00 per hour. There is no limit on renewals unless the software is in demand.

Persons who abuse equipment or library material will be charged accordingly and reported to the Office of Student Conduct and Office of Public Safety.

Staff at Microforms Service Desk will provide the printer supplies and answer general questions. The hours for the Lab are the same as those for Main Library. Microform Service Desk is on third floor, Main Library, or call 686-3080.

UL-154 1/88

copy for
CIC manual.

UNIVERSITY OF OREGON LIBRARY

Confidentiality of Circulation Records

INFORMATION REGARDING WAIVER

ATTENTION: Faculty and graduate students:

To ensure academic freedom of thought, Oregon law (ORS 192.500j) exempts library circulation records from disclosure. This law is enforced by the University of Oregon Library policy that guarantees confidentiality of circulation records.

At the request of some faculty the UO Library has adopted a waiver option for faculty and graduate students. By initialing the waiver statement on each charge card, faculty and graduate students negate the nondisclosable status of the charge out record, enabling other faculty and graduate students to find out if they have that book charged out. Persons wishing to waive their right to confidentiality are reminded that they may be contacted at any time, and that the library material remains their responsibility until it is returned directly to the Library and discharged from their names.

Shirien Stevens
Access Services

February 20, 1993

TO: Tom Stave
Shirien Stevens
Barbara Jenkins
Leslie Bennett

FROM: Deborah Carver *alc*

SUBJECT: Paging Materials for Patrons With Disabilities

For the duration of Phase 2A, the following service desks will be responsible for paging library materials from the stacks for patrons who require that type of assistance:

Level 2	Documents
Level 3	Music Services**
Level 4	Circulation
Level 5	Circulation
Reference	Reference

and BLCR, from their collection!

In some cases, particularly on Level 5, patrons may stop a staff person in the area and ask for assistance. When this happens, the staff person should retrieve the items rather than refer the request back to the circulation desk.

**If only one person is on duty in Music Services, a staff person from the circulation desk should handle the request.

Please remember that not all mobility problems are visible. All requests should be honored.

cc. Knight Library Department Heads
Katy Lenn

LW JW SS JJ DJ ✓ S ⊕



UNIVERSITY OF OREGON

MEMORANDUM

August 30, 1993

TO: Library Faculty & Staff

FROM: Laine Stambaugh *LS*
Personnel Librarian

SUBJECT: Guidelines for Candidate Interviews

To ensure procedural consistency and fair consideration for all candidates, the following guidelines should be followed when interviews are conducted for faculty positions:

- 1) All faculty and interested staff are strongly urged to attend candidate presentations and to introduce themselves during the candidate coffee.
- 2) All faculty and staff who attend the presentation or interact with the candidate (tours, department head meetings, meals, etc.) **MUST** submit written comments. Comments should be submitted to the University Librarian within one working day following the campus interview (check the Staff Bulletin for dates).
- 3) Comments for individual candidates should be **WRITTEN AND SIGNED** by the person making the comments. Verbal and/or anonymous comments can not be considered in search committee deliberations.
- 4) Comments should be limited to one document for **EACH** candidate. Do not combine comments for more than one candidate in one document. Review candidates individually; do not rank or compare them. Please keep in mind that appointed candidates will have access to their personnel files, and that written comments become a permanent part of that file.
- 5) Some candidates (particularly for entry-level positions) may have more experience than others, even though prior experience is not always required. We are evaluating the overall potential and suitability of a candidate for a specific position, taking into consideration many factors other than experience (i.e. interpersonal communication skills, demonstrated interest in a particular position, potential as a contributing member of this faculty and university, etc.). We are also evaluating the extent to which the candidate meets or exceeds expectations, given his/her professional background.

OFFICE OF THE LIBRARIAN

The Knight Library · Eugene OR 97403-1299 · Telephone (503) 346-3056 · Fax (503) 346-3094

Closing the LibrariesPROCEDURES

1. Busy Circulation desks may stop serving patrons at 15 minutes before closing, except for those patrons who were in line or being helped at that time.
2. Patrons may be asked to leave the Library between five minutes to and the closing hour.
3. Staff will not use blinking lights to alert patrons of closing. It is highly damaging to circuit breakers to blink them on and off.

Main Library

Half an hour before closing: A taped announcement stating: "Ladies and gentlemen, the Library closes in half an hour. The service desk will close in fifteen minutes. Books and materials you wish to take from the Library must be checked out before that time. Please bring all items you wish to check out to the appropriate desk."

Fifteen minutes before closing: A taped message stating: "Ladies and gentlemen, service at all desks has ended, and the Library will be closed in fifteen minutes." Staff finishes helping patrons who were at each service desk before the announcement, and then begins other closing routines such as checking faculty studies, conference rooms, decks, etc.

Five minutes before closing: A taped message stating: "Your attention, please. The Library will close in five minutes, and the gates in the Circulation Lobby will be locked. Please prepare to leave the building. Thank you." Music is played until closing. During these five minutes staff begin asking patrons to leave the building.

Closing hour: A taped message stating: "The Library is now closed. Good evening." Staff clear all patrons from the building. As staff leave, they sign out at the Circulation Desk, verifying that their respective floors are cleared. (The Douglass Listening Room staff tell Microforms staff that the east half of third floor is clear, Microforms staff clear the west half and sign out at the Circulation Desk; Documents staff clear all second floor and sign out at the Circulation Desk; Reserve/Current Periodicals staff clear the east part of first floor and sign out at the Circulation Desk; and Reference staff clear the Reference area and sign out at the Circulation Desk.)

If staff have any problems clearing patrons from the building, they call staff at the Circulation Desk, who request that Security assist in clearing the building.

AAA and Science Libraries

The above procedures will be followed with the exception of the taped messages. Oral announcements will be made in their places.

Map, Mathematics, Public Affairs Libraries

These units will follow the general closing procedures, but will be less formal and strict about enforcing cut-off times for service.

September, 1986

CLOSING PROCEDURES

- I. One hour before closing
 - A. Check the filing that students are doing at checkout, make sure that it is kept up. Give them the filing from center desk.
 - B. Instruct the students to begin proofreading their filing. Once for accurate due dates and status and once for call # order
 - C. Make sure bookchute is being emptied.
- II. 45 Min. before closing
 - A. Turn off lights in Deck I and aux. stacks
 - B. Ask students to restock the pink charge cards for any closing rush
 - C. Assign backup student to assist with proofing if necessary.
- III. 30 Min. before closing
 - A. At 29 minutes after the hour, turn on tape recording
 - B. Begin turning off lights in stacks area, clerk work areas, lobbies
 - C. Check room 133 to be sure no one is in it, and turn off lights.
- IV. 15 Min. before closing
 - A. Bring in pink charge cards and put signs out indicating circulation service has ended, herd all people into the roped area.
 - B. Unlock the outside book chutes
 1. Unlock the east book chute every night.
 2. Unlock the west book chute every night except Friday and Saturday.
 - C. Unlock the padlocks on the entrance and center gates but do not lock
 - D. Put the cash box key away
 - E. Clean up center desk, put stray books away, take filing from center desk to check out to be filed
 - F. Make sure Student Rosters and Microfiche are locked up
 - G. Make sure student in Newspaper Room has begun closing procedures.
 - H. Close the windows in the student lounge, announce that the Library will close in 15 minutes.
 - I. Lock the carrel key cabinet
 - J. Wednesday nights, after the last book is checked out, change four date stampers to the next due date (2 weeks from current due date, unless that is a holiday, then the due date is the Tuesday before)
 - K. Lock the computer cage.
- V. 5 Min. before closing
 - A. Lock the two entrance gates.
 - B. Turn off fan.
 - C. Call Security (x5444) if you do not see a Security Officer or they haven't checked in with you.
 - D. Lock the newspaper room with the "C" key. Test all the windows in the reading room to make sure they are locked. Go into the workroom and test all the windows to make sure they are locked. Remember to test even the windows behind the ranges. Bolt the door between the reading room and workroom. Make sure lights are all turned off, with the exception of those marked don't turn off. Exit the workroom via the tunnel, turning off lights as you leave, lock the door between the tunnel and work room and the door between the tunnel and the main hallway.
 - E. Gather pink slips from sorting bin, rubberband them and place in box on work table.
 - G. Turn off all remaining lights in clerk area.
 - C. Cover typewriters, microfiche machines, unplug coffee maker
- VI. CLOSING Time
 - A. Wait for all the red lights on the light bank to go out. If they do not go out, call to the appropriate departments to determine why. Reference--1st floor, Documents--2nd floor, Microforms--3rd floor.
 - B. Return all keys to the (appropriately secured) box.
 - C. Lock Shirien's office, check both doors.
 - D. When recording is finished, turn off amp and turn over cassette
 - E. Lock the iron gates on your way out..
 - F. With Security following you, check all the windows in the student lounge again and close the door and lock it.
 - G. Exit the library via the west basement door beside the student lounge

OPENING PROCEDURES

- A. Begin opening procedures by at least 30 minutes before the opening hour. Turn on lights.
- B. Take the rope and poles to behind the large post, make sure the "Circulation services have ended" sign faces the wall.
- C. Remove the "Circulation services has ended" sign with "Please step to Center Desk" sign. Take "Circulation services has ended" sign off center desk counter and store underneath counter.
- D. Restock the charge card holder and set it on the alcove. Check the stapler near the photocopiers, restock if necessary.
- E. Remove the daily count notebook from the MD Sup. desk and record the gate count. Take this number from the exit gate(left side of the center island).
- F. Remove the charge cards from the three filing trays at check-out. Keep them in the same order they are filed in. If there is filing left from the previous day, file the cards before removing them.
- G. Put the charge cards and the daily count notebook on the clerk's desk whose initials are listed beside count on the schedule.
- H. Check and clear the 24-hour hold shelf. Any books left from the day before yesterday are sorted on book trucks. Any non-circulating books are put on book trucks, (the hold slip should be taped to the 24 hour hold shelf with the words non-circulating written across it.)
- I. Check the detection system by taking sensitized book through gate.
- J. Check the date stamper at backup. It should be on yesterday's date. Clear any books from chute, date stamp pink slips with yesterday's date.
- K. Take out the copy machine keys, the elevator key, and the fire door key. Hang these keys on the hooks. Take the refund box key to the front desk.
- L. On Thursday mornings, check all four date stampers. If the dates aren't changed, do so.
- M. At exactly opening time, using the clock above the exit gate, unlock the west entrance gate, immediately unlock the exit gates, then unlock the east entrance gate. Relock the padlocks and leave the chains and padlocks hanging on the gates. You must begin unlocking the west gate at exactly opening time.
- N. Use the C key to unlock the newspaper room doors. The outside doors should be propped open. Turn on the lights in the newspaper room and in the lobby. If the student scheduled for staffing the room is not in, by the time you are back to the Main Desk, tell the MD supervisor. (weekend openers need to find a replacement if so indicated)
- O. Put the gate keys away.
- P. As soon as the clerk locks the book chutes and the material from the chutes is cleared, change the date stamper to today's date. Also change the DAR stamp to today's date.
- Q. Make sure first Newspaper Room student scheduled has begun putting pinkies from yesterday in order.
- R. On Saturday get the T.U. section of the Register Guard from the newspaper room and mail it to the INC.
- S. On Saturdays or Sundays, if it is reported that a unit in the library is not yet open, call the unit and let the phone ring for awhile. If no answer, call the unit supervisor, if you can't reach that person call Pat Silvernail.

University of Oregon Library Hours

Fall, Winter, Spring quarters*: 1984-1985

	Monday - Thursday	Friday	Saturday	Sunday
Architecture and Allied Arts Library 277 Lawrence Hall x3637	8 am - 11 pm	8 am - 6 pm	9 am - 5 pm	10 am - 11 pm
Archives Fenton Hall, west entry x3077	8:30 am - 4:30 pm	8:30 am - 4:30 pm	closed	closed
Bureau of Governmental Research and Service Library 130 Hendricks Hall x3048	8 am - 5 pm	8 am - 5 pm	closed	closed
Instructional Media Center & Graphic Arts 92 Main Library x3091	8 am - 10 pm	8 am - 5 pm	closed	closed
Interlibrary Loan Office 198 Main Library x3055	8 am - 5 pm	8 am - 5 pm	closed	closed
Law Library 240 Law Center x3088 (Hours vary according to Law School schedule)	7:30 am - 12 midn	7:30 am - 12 midn	9 am - 12 midn	9 am - 12 midn
Main Library includes Reserve Room x3065	8 am - 11 pm	8 am - 6 pm	9 am - 5 pm	10 am - 11 pm
Map Library 165 Condon Hall x3051	8 am - 9 pm	8 am - 5 pm	closed	noon - 5 pm
Mathematics Library 210 Fenton Hall x3023	8 am - 9 pm	8 am - 5 pm	closed	noon - 5 pm
Science Library Lower Level, Science Complex x3075	8 am - 11 pm	8 am - 6 pm	9 am - 5 pm	10 am - 11 pm
Special Collections Oregon Collection x3068	8 am - 5 pm; 7 - 9 pm (Mon till 4)	8 am - 5 pm	closed	2 pm - 5 pm
Rare Books, manuscripts, photographs 2nd floor North, Main Library	8:30 am - 4:30 pm (Mon till 4)	8:30 am - 4:30 pm	closed	closed

*Covers Library hours for the following dates inclusively:

FALL QUARTER: Monday, September 24 - Thursday, December 13, 1984

WINTER QUARTER: Monday, January 7 - Thursday, March 21, 1985

SPRING QUARTER: Wednesday, April 3 - Thursday, June 13, 1985

OVER for

INTERSESSION, SUMMER SESSION AND HOLIDAY hours

(revised 8/30/84)

University of Oregon Library Hours

Interessions, Summer Session and Holidays: 1984-1985

		Monday-Thursday	Friday	Saturday	Sunday	HOLIDAYS
Architecture and Allied Arts Library 277 Lawrence Hall	x3637	8am - 9pm	8am - 5pm	9am - 5pm	noon - 9pm	<u>LABOR DAY:</u> Monday, Sept. 3-- all libraries closed except Law. <u>THANKSGIVING:</u> Wed. Nov. 21--all libraries close 5 pm. Thurs. Nov. 22-- all libraries closed. Fri-Sun Nov. 23-25-- Main, AAA, Science, Law open regular hours. All others closed. <u>CHRISTMAS:</u> Tues. Dec. 25-- all libraries closed. <u>NEW YEAR'S:</u> Tues. Jan. 1-- all libraries closed. <u>EASTER:</u> Libraries open regular hours. <u>MEMORIAL DAY:</u> Libraries open regular hours. <u>JULY 4:</u> All libraries closed except Law.
Archives Fenton Hall, west entry	x3077	8:30am - 4:30pm	8:30am - 4:30pm	closed	closed	
Bureau of Governmental Research and Service Library 130 Hendricks Hall	x3048	8am - 5pm Interessions: closed	8am - 5pm noon-1pm	closed	closed	
Instructional Media Center & Graphic Arts 92 Main Library	x3091	8am - 5pm	8am - 5pm	closed	closed	
Interlibrary Loan Office 198 Main Library	x3055	8am - 5pm	8am - 5pm	closed	closed	
Law Library 240 Law Center (Hours vary according to Law School schedule)	x3088	8am - 9pm	8am - 9pm	9am - 5pm	9am - 5pm	
Main Library includes Reserve Room	x3065	8am - 9pm	8am - 5pm	9am - 5pm	noon - 9pm	
Map Library 165 Condon Hall	x3051	8am - 5pm	8am - 5pm	closed	closed	
Mathematics Library 210 Fenton Hall	x3023	8am - 5pm Interessions: closed	8am - 5pm noon-1pm	closed	closed	
Science Library Lower Level, Science Complex	x3075	8am - 9pm	8am - 5pm	9am - 5pm	noon - 9pm	
Special Collections Oregon Collection	x3068	8am - 5pm (Mon till 4)	8am - 5pm	closed	closed	
Rare Books, manuscripts, photographs 2nd floor North, Main Library		8:30am - noon; 1pm - 4:30pm (Mon till 4)	8:30am - noon; 1pm - 4:30pm	closed	closed	

*Covers Library hours for the following dates inclusively:

FALL INTERSESSION: Friday, August 31 - Sunday, September 23, 1984

WINTER INTERSESSION: Friday, December 14, 1984 - Sunday, January 6, 1985

SPRING INTERSESSION: Friday, March 22 - Tuesday, April 2, 1985

SUMMER INTERSESSION and SUMMER SESSIONS: Friday, June 14 - Friday, September 6, 1985

OVER for

FALL, WINTER and SPRING QUARTER hours

(revised 8/30/84)