



# Medford Library

## Services

### ~ Online Library Catalog.

The online catalog listing books, e-books, and periodicals for Medford Library and other USC libraries.



Available at <http://libcat.csd.sc.edu/search~S16>

### ~ Online databases.

Identify thousands of magazines and journal articles in over 120 online databases, some with full-text. See the links on the right side of the library homepage.

~ **Internet.** Access for students and community patrons aged 18 and over (with sign-in & picture ID.)

~ **Interlibrary Loan. *ILL Express!*** makes books and articles available from other libraries, with online ordering and quick access to articles. Fees may apply.

~ **PASCAL Delivers.** A rapid delivery service for books not owned in our Library. Look for the PASCAL



Delivers button in the catalog. Request delivery with a few clicks.

~ **Photocopying.** Self-service, coin-operated at 10 cents per copy.

~ **Study/Viewing Rooms.** Individual or group study. Call for reservations.

## Collections

**Books.** Library materials are organized according to the Library of Congress Classification System. Locate books by using the call numbers found in the online catalog.

**Electronic Books.** Over 35,000 additional e-books are available online through the *NetLibrary* collection. A separate catalog of e-books is available on the homepage, but all titles are listed in the online library catalog as well. Set up a free netLibrary account while on-campus so you can then log on to netLibrary from home.

**Periodicals.** The Library subscribes to over 100 magazines and journals, and many are indexed in our databases. Still more journals are available in full-text electronic collections such as *JSTOR*, *Project Muse*, and *Academic Search Premier*.

**Native American Studies Archive.** A new collection of writings by and about Native Americans, especially those of the nearby Catawba Nation is housed in the Library and supports USCL's Native American Studies program.

**Government Documents.** The Library is a selective Federal Depository Library, providing residents with free access to many publications of the US Government. New publications arrive daily, and much also can be accessed over the Internet.

## Circulation

To check out library materials, a student should present his or her USC Lancaster **Carolina Card** at the front desk.

The person checking out the book must be the person pictured on the ID.



Any resident of Lancaster or surrounding counties, high school age and above, may also check out books with a Medford Library card, available at the front desk.

By law and library policy, circulation records are confidential.

### ANSWERS TO COMMONLY ASKED QUESTIONS ABOUT CHECKING OUT LIBRARY MATERIALS:

Books and government documents circulate for **three weeks** (except for semester checkouts for USC faculty.) Periodicals, reference materials, videos, and special collections cannot be checked out.

Loan periods for Reserve materials are set by faculty.

Books that are not overdue may be renewed online through the **My Account** feature in the Library Catalog, or by phone.



For students, there is no limit to the number of books that may be checked out at one time. Community borrowers are limited to 3 items at one time.

## Overdue Materials

Library materials must be returned or renewed by the due date. **Fines are 25 cents per day per book** with a maximum of \$10 per book, and the cardholder will not be able to check out anything until the overdue materials are returned. *Please do not check out books on your card for others or loan others your library books!*

If a library item is at least 42 days overdue, the patron will be automatically billed for the book's replacement, plus fines — a minimum of \$65 per item. Medford Library places holds on any future course registration at any USC campus for anyone who has an unpaid library account.

**Check your e-mail!** Courtesy overdue notices, bills, and other library communications will come to students, faculty, and staff through their University e-mail accounts.

ONLINE at  
[USCLancaster.sc.edu/library](http://USCLancaster.sc.edu/library)

## Computer Use

Computers in Medford Library are primarily dedicated to research use, especially for the online library catalog and academic use of the Internet.

Other users must defer computer access to scholarly research during periods of peak demand.

## Hours

Monday - Thursday	8 am – 9 pm
Friday	8 am – 4:30 pm
Saturday	CLOSED
Sunday	2 pm – 6 pm

Hours vary during summer sessions, holidays, and between semesters. These changes in schedule will be posted at the Library and on the homepage.

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**Medford Library**  
**USC Lancaster**  
**P O Box 889**  
**Lancaster, SC 29721**  
**(803) 313-7060**

