

## Frequently Asked Questions

### King's College Library

January 20, 2021

- 1. Are masks required in the Library?** Face masks must be worn while in the Library.
- 2. Is the library open to visitors or the public?** The Library will follow King's College policies regarding who is allowed on campus. Currently, the library building is limited to King's students, faculty, and staff.
- 3. Have hours changed?** To facilitate cleaning and sanitizing, the Library will continue to suspend 24/7 access. Current King's students, faculty, and staff can swipe in from 7:30am to 2:00am daily. Circulation and reference services hours will follow our regular schedule. See the Library page for hours: [https://www.kings.edu/academics/library/about\\_the\\_library#Hours](https://www.kings.edu/academics/library/about_the_library#Hours)
- 4. Do I have to use a certain entrance?** Everyone must enter through the doors on Lane's Lane, across from the Student Center. The doors on Jackson Street are exit only. Traffic flow will be clearly marked.
- 5. Are public computers open?** Computers in the library are available to use for King's students, faculty, and staff. Please note that due to social distancing, some computers will not be available. This means the computer lab(s) will have fewer workstations available for free use during scheduled classes.
- 6. Are any study rooms open?** No study rooms are available. Also, we will not be able to check out whiteboard bags as we have in the past for the public whiteboards. Please bring in your own whiteboard-safe materials to use on our boards.
- 7. Can meals or drinks be brought in?** No, food and beverages cannot be brought into the library.
- 8. Can I check out books/DVDs or Course Reserves?** Yes. We are strongly encouraging you to place holds on books and DVDs instead of browsing for them. You can create an account on our catalog page: <https://kings.bywatersolutions.com/> and your hold will be filled in 24-48 hours. You will be emailed and items can be picked up at the Circulation desk during staffed hours (see #3 above). For more information on creating an account, check out "Creating a Library Catalog Account" on the Corgan Library YouTube channel: <https://www.youtube.com/watch?v=CQvDukc68KE>
- 9. Is interlibrary loan still an option?** Yes. Request forms are available here: <https://www.kings.edu/academics/library/InterLibrary>. Items may take 2-14 days to arrive. Articles will be emailed to your King's account. When books arrive, you will be emailed, and you can pick up your materials at the Circulation desk during staffed hours (available on website).

- 10. Can I get help with my research?** Librarians are available weekdays and evenings to help. We ask that you contact them via [askalibrarian@kings.edu](mailto:askalibrarian@kings.edu), personal email, or by phone, to either set up an appointment or to ask questions. Walk-ins are discouraged.
- 11. Are library databases available if I'm not on campus?** You can access databases the same way you would on campus, but you will be required to log in. Your id/username is your King's email [without kings.edu], your password is the same. For more about finding articles, please refer to: <https://kings.libguides.com/fulltext>
- 12. Where are the library classrooms?** There are three classrooms on the downstairs Court Level. From the elevator, go past the study rooms on the right. The Theater classroom is left behind the computer lab, the two other classrooms are to the right.

**All items are subject to change based on changing conditions or campus policies.**