

Miami University Libraries
Government Information & Law Department

FEDERAL DEPOSITORY LIBRARY PUBLIC ACCESS POLICY

The purpose of the Federal Depository Library Program is to make federal government information freely accessible to the public. Miami University Libraries was designated a depository library in 1909.

All Federal Depository collections, print and electronic, and related reference services are available to the public free of charge.

COLLECTION ACCESS

All tangible documents may be read, scanned or photocopied within the library. The Libraries' online catalog and databases are freely accessible from within the library. The Libraries' catalog also includes records for online federal government resources, allowing patrons to link to these directly from the catalog. Off-campus access to the online catalog, the general library Web page (<http://www.lib.muohio.edu/>) and the Department web page (<http://www.lib.muohio.edu/epub/govlaw/deptweb/mainnew2.htm>) are also available to everyone. Off-campus use of subscription databases and indexes, however, is restricted to Miami University students, faculty and staff.

The depository collection is located primarily in the Government Information & Law Dept., King Library, ground floor, in open stacks. Maps and many geology publications are located in the Brill Science Library, Hughes Laboratories.

Storage Facilities

Some older depository materials are located in the Southwest Ohio Regional Depository (SWORD). All of these materials are listed in the library online catalog with the location SW DEPOSITORY. Miami patrons may request materials online using the "Request Item" feature at the top left of the catalog record display. Non-Miami patrons without a library card who wish to request U.S. government publications located in SWORD should contact the Government Information & Law Dept. staff. Staff will request materials and notify the requestor when the material is available for in-library use.

All library microforms are in a library storage facility. These materials are listed in the library catalog. Government & Law microforms have locations beginning Microform Storage-Gov/Law. All patrons may request materials online using the "Request Item" feature at the top left of the catalog record display. Staff will notify patrons when the material is available for in-library use.

REFERENCE SERVICES

Reference services are provided to all patrons in person, by telephone and by email. Assistance is available from the IMC/Gov't & Law Desk, King Library, ground floor (513-529-2116 or 529-2117) or from the Research Help Desk, King Library, 1st floor (513-529-6440). Service point hours and building hours are posted on the Libraries' web site (<http://www.lib.muohio.edu/hours/>). Email reference is

available from the Libraries' web page or contact Government & Law staff directly (<http://www.lib.muohio.edu/directory/depts/Government+Information+and+Law/>).

Assistance with maps is available from the Brill Science Library Help Desk (513-529-7201) or contact the Map Librarian directly at 513-529-1726.

CIRCULATION

Circulation policies are the same for depository materials as for non-depository materials. Except for reference materials and maps, government publications may circulate to Miami University students, faculty, staff and others with a library card in accordance with the Libraries' general circulation policies (<http://www.lib.muohio.edu/about/circulation/>). Non-Miami persons wishing to obtain borrowing privileges should contact King Library Circulation Desk for information at (513) 529-2433.

COMPUTER ACCESS

The Libraries' provide no-fee access to computer workstations with Internet, CD-ROM and DVD capabilities, and application software. Use of computers is subject to the terms of the Libraries' "Policy on the Use of Public Computers": <http://www.lib.muohio.edu/about/workstations.php>.

Logins are required at all computers. Guest logins are available from any information desk for patrons not affiliated with Miami University. Non-affiliated patrons specifically accessing federal depository resources will be given equal priority to Miami patrons if all computers are in use and any use restrictions need to be implemented.

PRINTING/DOWNLOADING

Patrons may download material to their own portable storage devices, such as zip discs, USB drives or CD-ROMs on many computers. Storage devices may also be purchased at King Library's Access Services Desk. Printing is available for .10 a page. Miami patrons may use ID cards with a MUIaa account. Non-Miami patrons may purchase a print card in the Libraries.

CD-ROMs & DVDs

Software for depository CD-ROMs or DVDs that require installation will be loaded on a computer workstation upon request within one workday. Government & Law staff provide basic access services (locating the CD and the computer on which the software is mounted, opening the program). CD-ROMs or DVDs for which software is not available may be circulated to Miami patrons or others with a library card.

DISABILITY ACCESS

Staff will make every effort to accommodate disabilities. Special equipment is available. See Services for Clients with Disabilities: <http://www.lib.muohio.edu/computing/disabilities.php>

CONTACT INFORMATION:

IMC/Gov't & Law Service Desk
King Library, ground floor
(513) 529-2116 or 529-2117

Brill Science Library Help Desk, Hughes
(513) 529-7201

Brill Science Library Map Librarian, Hughes
(513) 529-1726

Government Information & Law Staff Directory:

<http://www.lib.muohio.edu/directory/depts/Government+Information+and+Law/>

HOURS

<http://www.lib.muohio.edu/hours/>

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