

**CURRICULUM LABORATORY
(301) 860-3857**

Located on the 2nd floor, the curriculum lab is designed to assist Education students with the design and development of lesson and curriculum plans. It holds a wide range of resources, including children's literature, games, posters, and curriculum guides from within the State of Maryland.

PERIODICALS (301) 860-3869

All periodical materials must be used within the library. Bound periodicals, unbound periodicals and microfilm are located on the first floor and shelved alphabetically by title. Periodical titles and holdings are searchable via the online catalog at <http://catalog.umd.edu>.

RESEARCH PORT 

Electronic Databases and Journals are searchable online via Research Port. If you are off campus you will need to log in with your last name and the LIB number on your BowieCard. See <http://researchport.umd.edu>.

USMAI ONLINE CATALOG

The online catalog, known as *CatalogUSMAI* provides users access to the holdings of all 16 USMAI libraries. Title, author, and keyword searches can be performed within individual institution catalogs, or the entire University system. The catalog is accessible at <http://catalog.umd.edu>



INTERLIBRARY LOAN (ILL) (301)860-3988

Interlibrary Loan (ILL) service is available to BSU faculty, staff and students. In most instances, journal articles and other periodical publications can be requested through the "Find It" feature in Research Port. Reference librarians are available to assist you with ILL requests during business hours. Please allow one or more weeks for ILL materials to be delivered.

Copying and printing services are available in the library at a cost of 10 cents per page. Scanning services are available at the Circulation Desk free of charge. We also offer Wi-Fi and a laptop lounge where patrons can plug in and charge their laptops.

REGULAR HOURS OF OPERATION

MONDAY-THURSDAY: 8:00AM—11:00PM
FRIDAY: 8:00AM—5:00PM
SATURDAY: 9:00AM—6:00PM
SUNDAY: 1:00PM—10:00PM

Extended hours are offered during finals and midterm periods. At these times the library remains open an additional 2 hours past our regular closing time Sunday through Thursday.

**BOWIE STATE UNIVERSITY
Thurgood Marshall Library
14000 Jericho Park Rd.
Bowie, Maryland 20715**



**THURGOOD
MARSHALL
LIBRARY**



The Thurgood Marshall Library provides access to scholarly resources in order to support teaching, learning, and research at Bowie State University. This guide will give you a quick introduction to our collections and services.

www.bowiestate.edu/academics/library

Phone: 301-860-3850

LIBRARY COLLECTIONS AND SERVICES

CIRCULATING COLLECTION

The collection provides resources to support the University's academic programs. Circulating books are located on the second floor, shelved by call number, and may be borrowed and returned at the first floor Circulation desk. Patrons must have a valid Bowie Card or other University System of Maryland and Affiliated Institutions (USMAI) ID to borrow books. Patrons are responsible for returning borrowed materials on time and in good condition.

- **Loans**

Loan periods are as follows:

- Undergraduate Students - 30 days
- Graduate Students - 90 days
- Faculty, Staff, and Administrators - 180 days

Items borrowed through the BSU online catalog from other institutions are governed by the Institution of origin's borrowing policies. Please check with BSU circulation staff if assistance is needed determining when a borrowed item is due.

- **Holds and Recalls**

Holds permit patrons to queue up for materials and receive notification of availability as items are returned on or around the due dates. Recalls allow patrons to request material(s) from others before the scheduled due date. Any BSU or USM students, faculty or staff with a valid ID and an account in good standing can use the Online Catalog's Request feature to place a hold or recall. Patrons can track the status of holds and recalls by visiting <http://catalog.umd.edu> and clicking on "My Account" in the upper right corner of the screen.

- **Renewals**

Loaned materials can be renewed online up to two additional times, unless requested by another patron, and only if the items are not overdue.

Go to <http://catalog.umd.edu> and click on "My Account" in the upper right corner of the screen.

- **Overdue Notices and Late Fees**

Patrons are responsible for returning loaned items by the due date assigned and in good condition. A notice will be sent shortly after an item becomes overdue. There is a three-day grace period from the date an item is due. Please consider this a fine amnesty period, not an additional loan period.

Failure to receive such a notice in no way affects the liability of the borrower, nor does it constitute grounds for reducing a borrower's fine. A fee of \$0.50 per day, per item will be charged to patrons for BSU books that are past due, with a maximum fine per book of \$15.00. Other USM colleges and universities have different loan periods and fee policies, and you must interact directly with those institutions' libraries.

- **Lost or Damaged Books**

Borrowers should promptly report to the library that a book has been lost or damaged. The library charges a fee of \$50.00 for any book that is lost or damaged, plus a \$15.00 processing fee, for a total of \$65.00 per lost or damaged item. Note: If the borrower returns the lost item within one year of the date for which an item was paid, a request for a \$50.00 reimbursement may be made by presenting the item and a receipt of payment to the library. The \$15.00 processing fee is non-refundable.

An item is considered lost 40 days after the due date. The borrower will be notified by mail of the change in status from an overdue item to a lost item. Any borrower with numerous delinquent materials or excessive fees will incur a University-wide stop placed on their borrowing record, preventing borrowing from all USMAI libraries. In order to regain full privileges, the borrower must pay all fees.

Please contact the Circulation Department for information at 301-860-3871.

- **Reserves (301)860-3870**

BSU faculty may place books, photocopied articles, and other materials on reserve for students. Reserve items are searchable through the Online Catalog by clicking the "Course Reserves" link. Loan periods for items are set by the course instructor. As with other items, fines will be assessed if reserve items are overdue.

REFERENCE (301)860-3862

Reference librarians are available to provide individual assistance in using library resources and completing research projects. Help with the Online Catalog and Research Port, citation assistance, research assistance, and brief library orientation are provided during desk hours, or may be scheduled by contacting a Reference Librarian. Patrons who desire in-depth assistance are encouraged to make an appointment with a Reference Librarian. The library also offers online research assistance in the form of libguides, accessible at <http://bowiestate.libguides.com>.

- **Reference Collection**

The Reference Collection includes almanacs, data compilations, dictionaries, directories, handbooks, encyclopedias, yearbooks, and other core reference materials. Reference materials do not circulate, but may be used on the first floor of the library.

- **Library Instruction**

The library offers formal instruction in using a wide range of library resources. These sessions must be scheduled by an instructor at least one week in advance. Tours of the library and general orientations to library collections and services are available by appointment.

- **Mini-sessions**

The library will schedule mini-sessions as needed. Dates and times will be posted.

SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES (301)860-3851

Special Collections, located on the second floor, houses materials which require special care, handling, or preservation. Holdings include Bowie State University historical & photographic materials, the Map Collection, and the Rare Book Collection. Please contact Katherine Hayes, Archivist at 301-860-3851 for more information.