

**Access Policy for Federal Depository Library Materials
Government Documents Collection**

**Mary & John Gray Library
Lamar University**

December 2005

Part 1: Access policy for federal depository library materials

The purpose of the federal depository library program is to provide free and unrestricted access to government information to the public. The Mary & John Gray Library received federal depository status in 1957 and is also a depository for Texas State government materials.

It is the policy of the library to serve anyone who needs its services. The library does have a Minors Policy which states that children under age thirteen must be accompanied by either their parent or a legal guardian; children over age thirteen may use the library for research only.

The library's primary patrons are the students, faculty, and staff of Lamar University. It also serves as a regional resource for people living in Beaumont, the surrounding geographical area and the State of Texas.

Users from Lamar University and the Lamar Institute of Technology present LU and LIT identification cards to check out materials. Persons not currently enrolled or employed at either campus may be issued either an alumni card or a Friends of the Library card with which they may check out materials.

Anyone may use the library's online catalog and databases in the library. Anyone may access the library's online catalog and the Government Documents Department homepage from off-campus. Off-campus access to subscription databases/indexes on the online system is restricted to members of the University community.

No fees are charged to check out library materials. Over-due fines are not assessed on faculty and staff users. Fines are assessed on all others. All library users must pay to make Xerox and microform copies. We currently do not charge for printing from the online systems and computer lab however, patrons from the general public are requested to limit printing to 25 pages per day.

The federal and state depository collections are located on the second floor and are accessible by stairs and elevators.

The collections are all on open stacks with the exception of Periodicals/Reserves, Special Collections and Archives.

Part 2. Library Access Policy

Borrower Information

LU and LIT students, faculty and staff, community users, and members of other Texas Institutions may borrow library materials. LU and LIT students, faculty, and staff must present a valid picture ID card issued by either the university or institute. Students and faculty of other Texas institutions may use TexShare cards issued by their institution to borrow materials. Community users must present a valid identification card and pay the Friends of the Library membership fee to obtain a special borrower's card. Alumni of the university must present a card issued by the Alumni Office to borrow materials. ID cards are not transferable. Borrowers are responsible for all library materials checked out in their name.

Part 3: Library Mission Statement

The Mary and John Gray Library of Lamar University facilitates access to scholarly information in all forms, within the overall framework of the University's stated mission. To this end, the Library is committed to the following initiatives:

- Teaching information skills that promote academic success and continuous learning.
- Developing appropriate collections.
- Designing and delivering efficient services within a friendly educational environment.
- Providing leadership in the creation of campus information policy.

Written/Compiled by:

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Approved by the Library Management Committee February 2006