

SERVICE GUIDE

PERIODICALS

George Mason University Libraries

INTRODUCTION

The Periodicals/Microforms Services Department provides assistance with current and bound paper copies of journals as well as microform materials. Microform items include journals and special sets of microform materials. This area does not house most Government Publications. For assistance with Government Publications contact the Reference Desk.

HOURS

Monday-Thursday	8:00 a.m. to midnight
Friday	8:00 a.m. to 9:00 p.m.
Saturday	9:00 a.m. to 9:00 p.m.
Sunday	9:00 a.m. to midnight

Special service hours for Holidays, breaks, summer sessions and special University events are posted and announced. The Library Hours phone number is 993-2249.

COLLECTIONS

Materials located in this section of the library include periodicals, journals, serials, magazines, newspapers and a variety of special collections on microform.

Special collections on microform include:

- College catalogs (only from the United States)
- Educational Resource Information Center (ERIC)
- Annual Reports and 10K Reports of the Fortune 500 Industrials
- Human Area Relations Files (HRAF)
- Documents from the American Statistics Index (ASI) and the Statistical Review Index (SRI)
- Library of American Civilization (LAC)
- Library of English Literature (LEL).
- Major Studies and Issue Briefs of the Congressional Research Service

These collections use their own discrete numbering systems; consult the appropriate index/abstract to obtain the correct number. Some microform materials have been cataloged. Please use the online catalog to obtain the correct call number to locate these materials.

LOCATION OF MATERIALS

The Periodicals/Microforms area is located in Wing A of the library. Current issues of periodicals, newspapers, microforms, and bound titles A-L are shelved on the first floor. Bound titles L-Z are shelved on the mezzanine level. There are a small number of current popular periodicals and newspapers that are kept behind the service desk. Staff will retain a current GMU I.D. while this material is in use.

INDEXES/ABSTRACTS

Periodical Indexes and Abstracts are located in the Library's Reference Room, Wing B of the library. Some indexes and abstracts are available on CD-ROM terminals as well as through several online database vendor systems. For assistance with location of periodical citations, please consult with a staff member at the Reference Desk.

HOLDINGS

Consult Library Catalog to see if the University Libraries own a specific periodical title. Each title record provides such information as when the title was first started in the library, and in what format (paper or microform) the title is maintained. Library Catalog terminals are available in Fenwick Library's Reference Room and also in the Reference hallway.

MICROFORM COPYING

Microform readers and reader/printers are the responsibility of the library staff at the Periodicals/Microforms service desk. The microform equipment is available for self-serve use on a first-come, first-served basis. There is a twenty minute maximum on use of the machines if other patrons are waiting. Staff can assist by answering questions, responding to problems with the equipment, or demonstrating the use of equipment. Microform copies cost 10 cents each. Machines with coin boxes only accept dimes. Change for making microform copies using these machines ONLY is available at the Periodicals/Microforms Service desk. Copy cards can also be used when making microform copies.

PHOTOCOPY MACHINES

Photocopy machines are the responsibility of University Print Services. Library staff do not assist with questions or problems about photocopiers. Problems or questions with photocopy machines are to be directed to the Print Services office in the Library's Reference Room, next to the Reference desk. Patrons may also utilize the telephone on the wall next to the photocopy area in Wing A to contact the photocopy technician. The change machines are also the responsibility of University Print Services. The Library staff does not provide change for any denomination of money for use in the photocopy machines.

CHANGE

There are no change machines in Fenwick Library. It is possible, however, to purchase a copy card and add value to it. A copy card machine is located in the photocopy area in Wing A, next to the Periodicals/Microforms area. This machine is the responsibility of University Print Services. Copy cards cost 60 cents and copies made using it are 8 cents. Sources of change are available in the Student Union Building I and the Johnson Center. The ONLY instance in which change is provided by the Library staff is for making copies on the microform machines. Only the Periodicals/Microforms staff can give out change for this purpose. Denominations of greater than one dollar CANNOT be broken in the library.

JOURNAL SEARCHES/HOLDS

To have an item searched, please complete a "Journal Search Request Form" at the Periodicals/Microforms Service Desk. Searches for a specific title are usually done once a week to a maximum of eight searches per title. The patron will only be notified if the journal is located. When located, the title will be held for twenty-four hours once the patron has been contacted. Because of intense demand and frequency of use, the staff does not routinely hold periodical titles for patrons.

FACULTY PRIVILEGES

Faculty members or authorized research assistants may request special permission for check-out of periodicals in the following instances: 1) for classroom use (periodical is returned to the Library immediately upon completion of that class period), and 2) for photocopying in faculty offices (periodicals are returned within 2 hours). A Faculty I.D. must be left at the desk until materials are returned. A microform copying service is also provided for faculty and authorized research assistants. Please ask at the Periodicals/Microforms service desk for additional information.

PHONE ASSISTANCE

The Periodicals/Microforms Service Desk number is 993-2202. Staff can provide holdings information from The Periodicals Holdings List or from our electronic online serials check-in system available for staff use only. Staff cannot respond to telephone requests that involve searching for items on the shelves or in the periodical stacks.

LOST AND FOUND/TELEPHONES/MESSAGES/PAGING

Items found in the library are brought to the Circulation Desk and held there for one week. Unclaimed items are sent to the Office of the University Police. Desk phones are for staff use only. Public telephones are located in the Main Lobby of the Library; calls are restricted to twenty minutes maximum. Post messages on the Main Lobby Bulletin Board only. The Library staff does not take messages, page or search for patrons in the library building. For assistance, call Campus Police, ext. 32800.