

LIBRARY FAQ

What are the library hours?

The campus library is open daily, M-S, from 8am to 10pm. The librarian is also available via the GroupMe librarian chat.

What does the library provide?

The library is located on the Indianapolis Horizon University campus. In addition to over 8,000 books, space for study, preparation of assignments, and technology needs is available. Accessible technology consists of Wi-Fi, a copier, and printer. Study tables and computers are available from 8:00 am -10:00 pm.

Who may use the library?

Horizon faculty, staff and students may borrow items from the library. Libib is the library management system and log-in information is available in the library and on the library webpage. Patrons who borrow items are responsible to return them within the standard checkout period and will be charged for lost or damaged materials. Students may scan or copy specific pages needed for research or study in the library.

Where is the library catalog?

The Horizon University library uses an online management system called Libib.com for cataloging and circulation. The catalog may be searched by author, title, subject, call number or ISBN by anyone authorized to access the system. Search tools include basic search, advanced resource browsing, and an alphabetical subject directory.

How do you use LiBib.com?

Patrons may check out items through the Libib management system once the librarian enters their email into the Libib system. Instructions for student accounts and checkout procedures are [provided](#).

What are the library circulation procedures?

Libib.com is used to check out items.

Books will circulate for three weeks. Reference books, reserved copies, and other materials designated as non-circulating can only be used within the library premises.

Patrons will be able to renew items 2 times, but will not be permitted to check out a book for an entire semester.

When a book is due or the patron is finished with a book, the patron will return the book to the library and deposit the book in the "Return Book" receptacle. The librarian will check it in and reshelv the book.

Faculty reserved materials separately located from the regular collection are for library use only.

Late fees will not be charged for overdue books. However, lost or damaged library materials will be charged to borrowers for the replacement cost as determined by the librarian. Cost will be determined by the price in Amazon or other book retailers.

Are there any online resources that can be accessed outside the physical library?

The library page on the HU website has multiple open access resources listed for students to obtain articles, journals and other materials needed for research. The librarian is available to assist with any questions.

Students may also get day passes from state colleges and university to access other online resources and may only access them using their college computers at those libraries. Most state funded colleges allow community users to have a library card in order to check out print sources. You will need proof of address and a photo ID. Your Horizon U ID may be helpful too in some cases. Check at the circulation desk of these other libraries and ask about community user privileges.

Is help available for research assistance?

Yes! The librarian is available to assist students and faculty with reference questions, bibliographic assistance, and research problems. Contact the librarian with any questions in the library or through the library chat channel in the GroupMe app. The library provides special services to faculty members, such as research assistance for class assignments, and special or extended borrowing privileges.

What is the computer usage policy?

No student may use Horizon University's computers for any purposes that conflict with the moral and ethical views of the college (which would include, but is not limited to pornography and sexually explicit language), or that conflict with the stated student behavior policies. HU is in no way responsible for lost or deleted work. No files or documents may be saved to the computer at any time, but should be saved to a flash drive.

No student may disconnect, interface with, relocate or tamper in any way with computer systems, hardware, printers, peripherals or accessories. No student may download or install any third party programs or software. Any unauthorized use or tampering that results in loss of functionality or damage will be considered as Theft/Destruction.

Student Responsibilities:

- Adhere to computer usage policy, or rights to computer access will be revoked at administrations discretion.
- Save all work to a flash drive or attach to email and send to self.
- Please notify the librarian or the Academic Dean if equipment does not work properly