

**Principles for Hours
Clemson University Libraries
May, 2013**

Purpose

The Clemson University Libraries provide vital service to the entire campus community. The purpose of this document is to outline general principles for operational hours for the Clemson University Libraries. These principles will apply to the main library (R. M. Cooper Library), the branch libraries (Gunnin Architecture Library, Tillman Media Center, and Special Collections), and service points within these libraries.

Normal Operating Hours (Fall/Spring/Summer)

The Libraries' hours are based on the university's academic calendar. During all regular semesters (including summer sessions), Cooper Library and all branches will be open. Specific daily hours are based on usage patterns and needs. Service points within each library will not necessarily be open the entire time that the library building or branch facility is open. See attachment for the current hours of each library and certain service points during regular semesters and intersessions.

During holiday and intersession periods, all libraries and services will operate on reduced schedules. The Cooper Library building and Circulation Desk and the Architecture Library will always be open and staffed the night before any scheduled class day (even if that night falls on a University holiday).

Inclement Weather

Every attempt will be made to keep the Libraries open in the event of inclement weather, but hours and services will depend on the availability of security officers and staff. All service points may not be staffed and all branches may not be open. Hours and/or closures will be determined by the University or the Library Administration (the Dean or the Associate Dean).

Emergency or Unplanned Closures

Emergencies or unplanned events may require the closure of the entire Clemson University Libraries or of individual branches. Closures will be dictated by the University or the Library Administration (the Dean or the Associate Dean).

If the reason for the closure is resolved and approval is given to reopen, hours and services will depend on the availability of security officers and staff. All service points may not be staffed. See "Communication" below for methods to be used to notify patrons, staff, and tenants of reopening.

Hours Determination and Approval

Cooper Library hours for the upcoming calendar year will be determined each fall by User Services Group and presented to the Libraries Administrative Council for approval. Each branch and service point determines its own hours based on the academic calendar, usage patterns and needs. Hours for all libraries are posted on the Libraries' Hours webpage: <http://www.clemson.edu/library/hours.html>

Communication of Hours Changes

Any closures or changes to regular hours for the entire Clemson University Libraries or for specific branches will be communicated to patrons, staff, tenants, or any other parties needing the information (for example, the CUPD) in the following ways:

- Emails from the Library Administration (the Dean or Associate Dean) or from Branch Heads
- Announcements posted on the Libraries' webpage by web personnel
- Announcements on social media sites posted by the Communications Coordinator
- Main phone line hours announcement done by Facilities
- Signage posted by Facilities
- Phone calls

**Clemson University Libraries' Operational Hours
Spring Semester, 2013**

Service Unit	Fall/Spring/Exams	Move In	Summer	Interessions	University Holidays
Cooper Library	Open Sunday 10:00am - Close Friday 8:00pm; Saturday open 10:00am close 8:00pm; Exams 24/7	Fri 7:30am - 8:00pm; Sat/Sun Noon - 8:00pm; Mon 7:30am - 8:00pm	Sun 1:00pm - Midnight; Mon - Thurs 7:30am - midnight; Fri 7:30am - 8:00pm; Sat 10:00am - 6:00pm	Sun Noon – 5:00pm; Mon - Fri 7:30am - 5:00pm; Sat Noon - 5:00pm	Varies
Circulation Desk	Sun Noon - 1:00am; M - Th 7:30am - 1:00am; F 7:30am - 8:00pm; Sat 10:00am - 8:00pm	Fri 7:30am - 8:00pm; Sat/Sun Noon - 8:00pm; Mon 7:30am - 8:00pm	Sun 1:00pm - midnight; Mon - Thurs 7:30am - midnight; Fri 7:30am - 8:00pm; Sat 10:00am - 6:00pm	Sun Noon – 5:00pm; Mon - Fri 7:30am - 5:00pm; Sat Noon - 5:00pm	Varies
Research Services Desk	Sun 1:00pm - 9:00pm; Mon - Thurs 8:00am - 9:00pm Fri 8:00am - 5:00pm; Sat Noon - 5:00pm	See Interession Hours	Sun 1:00pm - 5:00pm; M - F 10:00am - 5:00pm; Sat Noon - 5:00pm	Sun 1:00pm - 5:00pm; M - F 9:00am - 5:00pm; Sat Noon - 5:00pm	Varies
Interlibrary Loan	Sun closed; M - Th 7:30am - 4:30pm; Fri 7:30am - 4:00pm; Sat closed	See Interession Hours	Sun closed; M - Th 7:30am - 4:30pm; Fri 7:30am - 4:00pm; Sat closed	Sun closed; M - Th 7:30am - 4:30pm; Fri 7:30am - 4:00pm; Sat closed	Closed
Architecture Library	Sun 2:00pm - 10:00pm; M-Th 7:30am - 10:00pm; F 7:30am - 5:00pm; Sat Closed	See Interession Hours	Sun closed; M - F 7:30am - 5:00pm; Sat closed	Sun closed; M - F 7:30am - 5:00pm; Sat closed	Closed
Special Collections	Sun closed; M - F 8:30am 4:30pm; Sat closed	Sun closed; M - F 8:30am 4:30pm; Sat closed	Sun closed; M - F 8:30am 4:30pm; Sat closed	Sun closed; M - F 8:30am 4:30pm; Sat closed	Closed
Tillman Media Center	Sun closed; M - Th 8:00am - 6:00pm; F 8:00am - 4:00pm; Sat closed	See Interession Hours	Sun closed; M - F 8:00am - 4:00pm; Sat closed	Sun closed; M - F 8:00am - 4:00pm; Sat closed	Closed
Library Depot	Sun closed; M - F 8:00am - 4:30pm; Sat closed	See Interession Hours	Sun closed; M - F 8:00am - 4:30pm; Sat closed	Sun closed; M - F 8:00am - 4:30pm; Sat closed	Closed