

## ***IEAA Library Policies and Procedures***

1. Reservations, PPE, clean hands, and social distancing are required at all times in the Library
2. Books in the IEAA Library are non-circulating
3. NO food or drink inside the Library
4. Book bags must be left in the secure lockers in the 3<sup>rd</sup> floor Lobby or on the floor outside the Library door (323 ACB)
5. Be considerate of others and avoid TALKING in the library
6. NO cell phone conversations
7. To find a book – use the **card catalogue** (author and title drawers) OR digital copy of the IEAA Library holdings on the old Mac laptop. Ask one of the Graduate Student Librarians to help you.
8. ALWAYS USE a **pull card** when taking books off the shelves  
Pull cards can be found on each of the two library users tables or in a box on top of the card catalogue  
Put your last name, the abbreviated title of the book and the date removed (including the year!) on the card, then put the card in the space where the book came from.
9. The online Egyptological Bibliography (OEB) is accessible via the internet to any computer identified with **.memphis.edu**. It can be accessed at <http://oeb.griffith.ox.ac.uk/>
10. Please DO NOT put sticky tabs in any of the books  
These can leave adhesive residue and damage the books.
11. Absolutely NO writing, underlining, highlighting in any book
12. You may keep a small personal “Study Stack” of books in the bookshelf reserved for this purpose. Only books you use frequently should be kept in your personal book stack.
  - a) Remember to use pull cards
  - b) Only **5** books in your stack at one time
  - c) If it is not already identified, please write your name on a sheet of paper and place it on top of your stack
  - d) **No** journals, reserve or reference materials may be kept in a personal book stack
13. Please return books to the ‘re-shelving’ area and the librarians will put them away.
14. Scan request forms can be found on the cabinet next to the Librarian’s desk.  
Please read the restrictions on requests and fill out the forms completely.
15. Cell phone pictures of book pages are allowed, with the following conditions:  
Don’t press on the book to make the pages lay flat; no more than **10 pages** per book; copyright and fair use restrictions apply.

Please be considerate of others working in the library ☺

Thank you! - Librarians

Updated Fall 2020

**Phone:** (901) 678-2384

**Location:** 323 Art and Communication Bldg. (3715 Central Ave.)

**Entrance:** Southwest DP access door (see orange asterisk)

