

Main Campus Center
2nd Floor
1000 Lenora Street
Seattle, WA 98121

Phone Directory: (206) 726-5041
Main Desk: (206) 726-5145
Reference Email: libraryref@cornish.edu
Circulation Email: librarycirc@cornish.edu

LIBRARY HOURS

Fall & Spring Semester:

- Mon-Thurs 8am-9pm Hours change between semesters
- Fri 8am-6pm and holidays.
- Sat 1pm-5pm Check the library website for
- Sun 1pm-5pm current hours.

REFERENCE & INSTRUCTION SERVICES

Librarians are available at the front desk during the day, Mon-Fri, for questions and research assistance. They teach information literacy sessions for classes and also offer library orientations. Email questions and appointment requests to libraryref@cornish.edu or call 206.726.5145.

SUBJECT COVERAGE

The library offers a specialized collection of Visual and Performing Arts materials in support of the Cornish curriculum. Humanities, Social Sciences, and Sciences are covered in support of general education at Cornish. For titles or topics not covered in the collection, students have access to a variety of online digital collections on the Cornish Library website and Interlibrary Loan service is available. We also recommend Seattle Public Library for popular genres in fiction, music, film and TV.

IN-LIBRARY COLLECTION – Title Count

33,008 books, 43 periodicals and newspapers, 3,068 videos, 4,661 music scores, and 7,045 sound recordings.

ONLINE DIGITAL COLLECTIONS

Visit the library website for access to extensive online collections of electronic books, journal and newspaper articles, digital images, and streaming music and video.

COURSE RESERVES

Course readings are kept at the circulation desk for limited checkout. Current classes and course reserve items are listed on the Course Reserves section of the homepage of the library catalog. See library staff for help.

DESKTOP COMPUTERS

There are 3 PCs by the Circulation Desk and 9 PCs and 3 Macs in the Library's computer lab.

	PCs	Macs
Operating System	Windows	macOS
Software	MS Office; Firefox; Chrome	Creative Cloud; Chrome
Drives	CD-RW; USB	USB; USB-C

Printing is available from all library desktops and from personal devices.

The computer lab is occasionally reserved for instruction. Closure times will be posted at the library entrance and the door to the lab.

BORROWING PRIVILEGES

Cornish Library extends borrowing privileges to current students, faculty, faculty emeriti, and staff. Alumni may purchase borrowing privileges for \$50/yr. Contact the Access Services Librarian for more information.

Your Cornish ID is your Library Card. A Cornish ID with a functioning barcode must be presented to check out library materials.

Students or faculty needing special assistance transporting library items may be eligible to appoint another person as a proxy. Email or call for more info: libraryref@cornish.edu or 206.726.5145

CIRCULATION POLICY

Checkout Limit: 35 items.

Renewals: Items can be renewed up to three times if no holds have been placed by other patrons. Renewals can be done via your personal library account online, in person, by phone, or by emailing librarycirc@cornish.edu.

LOAN PERIODS

Books	2 weeks
Oversized Books	Library use only/special permission from a librarian
Scripts	1 week
Scores	2 weeks
Newspapers	Library use only
Laptops	2 weeks
Hotspots	2 weeks
Periodicals	1 week
Reference Books	
<i>(Special Collection)</i>	Library use only/special permission from a librarian
"Red Dot" Books	
<i>(Special Collection)</i>	Library use only (<i>Faculty 3 days</i>)
Music Formats (CDs, Vinyl Records, Cassette Tapes, Digital Audio Tapes)	1 week
Videos (DVD, Blu-ray)	1 week
Audio/Visual Equipment	Small items - 3 days, no renewal Large items - same day/special permission from a librarian, no renewal
Course Reserve Material	· 2 hours – In Library, no renewal · Overnight, no renewal · 3 days, no renewal

RETURNING ITEMS

Library - Main Campus Center

- Return slot in front desk (far right)
- Return slot in wall just inside library entrance doors (available after hours)

Commons

- Return box in lobby

MEDIA ROOM

Equipment is available for playing and copying CDs, cassette tapes, DAT tapes, DVD and VHS videos, playing vinyl LP records, and playing video games.

IMAGE COLLECTION

Over 3 million digital images are available online through the JSTOR database. 35mm slides are available. Make an appointment with the Library Director for access.

SCANNING

One scanner is available in the library. Items can be scanned to USB drives or to email.

ONLINE CATALOG

Search for books, journals, scores, sound recordings and videos at <http://catalog.cornish.edu>.

Access your personal library account to renew items, place holds, etc.

INTERLIBRARY LOAN

Titles not available from the Cornish Library can be requested through Interlibrary Loan. For more information see the library website or ask at the front desk. Students can also use Seattle Public Library's general collection and online resources with a free public library card.

RESEARCH DATABASES

Visit libguides.cornish.edu/databases for a complete list of research databases.

Electronic Books

Ebsco Ebook Academic

Journal & Newspaper Articles

Art & Architecture Source
Film & Television Literature
Gale
Intl. Bibliography of Theater & Dance
JSTOR Arts & Humanities
Newsbank

Digital Images

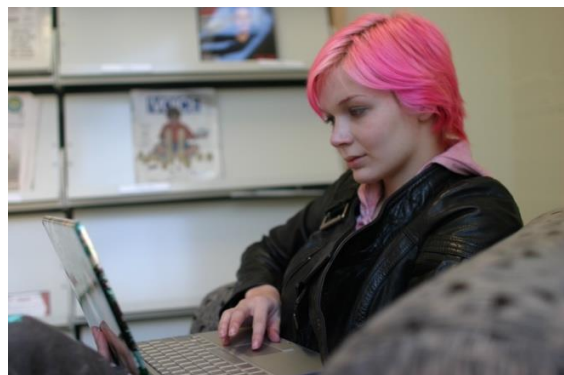
JSTOR

Streaming Music & Video

Naxos Music & Video

Encyclopedias

Britannica
Intl. Encyc. of Dance
Oxford Art
Oxford Music



OVERDUES: GENERAL POLICY

The library does not charge overdue fines. Overdue items on a patron's account prevent borrowing or renewing items until the overdue items are returned. The library does charge replacement fees for unreturned or damaged items.

Log in to your personal library account from the online library catalog to see what items are checked out at any time.

Items 30 days overdue will be marked lost and you will be responsible for the replacement cost. If items are returned promptly, the replacement charges will be removed.

Items 60 days or more overdue will have replacement charges transferred to Student Accounts to be added to your student bill. Once charges have been transferred they cannot be waived. The Library sends multiple overdue notices by email and phone before charges are posted. See the Lost Items Policy below for more details about replacement charges.

Some items have special circulation and overdue rules:

DVDs/BluRays, Periodicals, and Course Reserve materials:

These are high-demand items. Extra care must be taken to ensure prompt return.

Scores:

If one part is lost or damaged patrons will be charged the cost of the full set.

AV Equipment:

Patrons are responsible for replacement cost of AV equipment that is damaged, lost, or stolen while checked out on their account.

Laptops:

If a laptop becomes so overdue it requires remote shut down three separate times, laptop borrowing privileges will be revoked.

LOST ITEMS: GENERAL POLICY

In addition to replacement costs, a \$10.00 processing fee will be assessed for each item. Processing fees are used to pay tax, shipping, and the cost of the materials needed to process items for circulation.

Library items remain the property of the Cornish College of the Arts and must be returned even when replacement charges have been paid.

It is the responsibility of the patron to verify replacement charges have been paid in order to reinstate borrowing privileges.

DAMAGED ITEMS: GENERAL POLICY

Repair or replacement costs are due if library items are returned damaged or defaced.

HOW TO PAY REPLACEMENT CHARGES

If you have lost or damaged items, contact the Access Services Librarian to determine the amount owed and to receive more information about payment options: libraryref@cornish.edu or 206.726.5145