

Prescott Memorial Library
Government Documents Department

Access and Service Policies

Access to the Physical Depository Collections

Prescott Memorial Library is a depository for both federal and Louisiana state government publications. Per depository regulations, the Library is required by law to provide free public access to materials in the depository collections. Title 44, section 1911 of the United States Code requires Federal Depository Libraries to make documents "available for the free use of the general public." Title 25, section 124.1 of the Louisiana Revised Statutes requires State Depository Libraries to "make public documents accessible to the public, and to render free service in their use."

Federal Depository materials are housed on the first and second floors of the library, while state documents are housed on the second floor. Any member of the public may access the materials during the hours that the Library is open. In accordance with Library policy, all children under fourteen years of age must be accompanied by an adult at all times. Please note: Any unaccompanied child under fourteen years old who wants to use Federal Depository Library collections and services, should contact the information desk at 318-257-2231.

Some materials are designated as circulating and may be checked out by faculty, staff, and students with a valid Louisiana Tech University ID, or by any person with a Courtesy Card.

Internet Access

Computers throughout the building offer free public access to the Internet. Due to a printing control system, Louisiana Tech University students are required to log in with their webmail username and password.

Designated "guest" computers on the 2nd floor offer free public access to the Internet. Any member of the public may search the Internet on these computers during the hours that the Library is open to access to the Library Catalog and the many government publications that are now available only online.

Copying/Printing - Viewing/Listening

Photocopiers are available for print materials and machines are available for viewing and copying microfiche documents. There is no fee for using documents, but there is a fee for copying. Photocopiers are available on most floors to make copies from print materials. Machines are available for viewing and copying microfiche and microfilm on the third floor. Scanners are also available for use in the Reference Area Computer Lab.

Updated May 2015