

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Hours (Founders Memorial Library)

APPROVED BY: Management Group

EFFECTIVE: August 19, 2003

REVISION DATES: 10/6/03; 4/22/08; 4/28/09; 8/18/09;
11/4/09

This policy includes the hours for Founders Memorial Library building and its service desks. It also includes hours for the following branch libraries: Faraday Library, Music Library, NIU-Hoffman Estates Library, NIU-Naperville, and NIU-Rockford Library hours.

Founders Memorial Library will be open to the public for use every day of the calendar year *except* for holidays (including floating holidays) recognized by the University. (Recognized holidays include New Year's Eve, New Year's Day, Martin Luther King Day, Memorial Day, the Independence Day observance, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day.

Service desks within Founders Memorial Library will follow the schedule of service hours given below. No services will be provided when the University Libraries are closed. *Some service desks will not be open when the University is officially closed for inclement weather or other emergencies (see "Emergency Building Closings" below).*

Fall Semester and Spring Semester

	Monday through Thursday	Friday	Saturday	Sunday
Founders Memorial Library Building	7:30 am–12 midnight	7:30 am–10 pm	9 am–10 pm	1 pm–12 midnight
Circulation/Reserves Desk	7:30 am–11 pm	7:30 am–10 pm	9 am–10 pm	1 pm–11 pm
Periodicals	9 am–11 pm	9 am–10 pm	9 am–10 pm	1 pm–11 pm
Information Desk	9 am–9 pm	9 am–5 pm	1 pm–5 pm	1 pm–9 pm
Reference	9 am–9 pm	9 am–5 pm	1 pm–5 pm	1 pm–9 pm
Information Delivery Services	8 am–4:30 pm	8 am–4:30 pm	Closed	Closed
Microforms and Media Services	9 am–8 pm	9 am–5 pm	1 pm–5 pm	1 pm–8 pm
Map Collections				
Government Publications	11 am–8 pm	1 pm–4 pm	1 pm–4 pm	Closed
Rare Books and Special Collections	8 am–12 noon 1 pm–4:30 pm	8 am–12 noon 1 pm–4:30 pm	Closed	Closed
Regional History Center	8 am–12 noon 1 pm–4:30 pm	8 am–12 noon 1 pm–4:30 pm	Closed	Closed
Southeast Asia Collection	8 am–12 noon 1 pm–4:30 pm	8 am–12 noon 1 pm–4:30 pm	Closed	Closed
Library Administration	8 am–12 noon 1 pm–4:30 pm	8 am–12 noon 1 pm–4:30 pm	Closed	Closed
Faraday Library	8 am–10 pm	8 am–5 pm	Closed	Closed
Music Library	8 am–10 pm	8 am–5pm	1 pm–5pm	1pm–10 pm
NIU-Hoffman Estates Library	11:30 am–9:30 pm	Closed	7:30 am–4 pm	Closed
NIU- Naperville Library	12 noon–9:30 pm	Closed	7:30 am–4 pm	Closed
NIU- Rockford Library	2 pm–9:30 pm	8 am–4:30 pm	Closed	Closed

Midterms (8th week of semester) and Final Examination Period Hours

	Spring Final Examination Reading Day (Friday only)	Saturday	Sunday	Monday through Thursday	Friday	Saturday
Founders Memorial Library Building	7:30 am–2 am	9 am–2 am	9 am–2 am	7:30 am–2 am	7:30 am–10 pm	Fall: 9 am–10 pm Spring: see interim hours
Circulation/Reserves Desk	7:30 am–11 pm	9 am–11 pm	9 am–11 pm	7:30 am–11 pm	7:30 am–10 pm	Fall: 9 am–10 pm Spring: see interim hours
Periodicals	9 am–11 pm	9 am–11 pm	9 am–11 pm	9 am–11 pm	9 am–10 pm	Fall: 9 am–10 pm Spring: see interim hours
Information Desk	9 am–5 pm	1 pm–5 pm	1 pm–9 pm	9 am–9 pm	9 am–5 pm	See interim hours
Reference	9 am–5 pm	1 pm–5 pm	1 pm–9 pm	9 am–9 pm	9 am–5 pm	See interim hours
Information Delivery Services	8 am–4:30 pm	Closed	Closed	8 am–4:30 pm	8 am–4:30 pm	Closed
Microforms and Media Services Map Collections	9 am–5 pm	1 pm–5 pm	1 pm–5 pm	9 am–9 pm	9 am–5 pm	See interim hours
Government Publications	1 pm–4 pm	1 pm–4 pm	Closed	11 am–8 pm	1 pm–4 pm	See interim hours
Rare Books and Special Collections	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	See interim hours
Regional History Center	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	See interim hours
Southeast Asia Collection	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	See interim hours
Library Administration	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	Closed
Faraday Library	8 am–5 pm	Closed	Closed	8am–10 pm	8 am -- 5 pm	Closed
Music Library	8 am–5 pm	1pm–5 pm	1 pm–5pm	8 am–10 pm	8 am–5 pm	Fall: 1pm–5pm Spring: Closed
NIU-Hoffman Estates Library	Closed	7:30 am–4:30 pm	Closed	12 noon–9:30 pm	Closed	7:30 am–4 pm
NIU- Naperville Library	Closed	7:30 am–4:30 pm	Closed	12 noon–9:30 pm	Closed	7:30 am–4 pm
NIU- Rockford Library	8am–4:30 pm	Closed	Closed	2 pm–9:30 pm	8 am–4:30 pm	Closed

Interim Hours

- The day before an interim session begins, the Founders Memorial Library building closes at 5 p.m.
- Interim service hours *begin* with the day after the last day of exams and *end* on the day before the first day of scheduled classes.

	Monday through Thursday	Friday	Saturday and Sunday
Founders Memorial Library Building	8 am–5 pm	8 am–5 pm	1 pm–5 pm
Circulation/Reserves Desk	8 am–5 pm	8 am–5 pm	1 pm–5 pm
Periodicals	9 am–5 pm	9 am–5 pm	1 pm–5 pm
Information Desk	9 am–5 pm	9 am–5 pm	Closed
Reference	9 am–5 pm	9 am–5 pm	Closed
Information Delivery Services	8 am–4:30 pm	8 am–4:30 pm	Closed
Microforms and Media Services	9 am–5 pm	9 am–5 pm	Closed
Map Collections			
Government Publications	11 am–5 pm	1 pm–4 pm	Closed
Rare Books and Special Collections	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	Closed
Regional History Center	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	Closed
Southeast Asia Collection	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	Closed
Library Administration	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	Closed
Faraday Library	8 am – 5 pm	8 am – 5 pm	Closed
Music Library	8 am–12 noon; 1 pm–5 pm	8 am–12 noon; 1 pm–5 pm	Closed
NIU-Hoffman Estates Library	Closed	Closed	Closed
NIU- Naperville Library	May–June Interim: 11am–9pm August /Dec.– Jan Interim: Closed	Closed	Closed
NIU- Rockford Library	Closed	Closed	Closed

Summer Session Hours

	Monday through Wednesday	Thursday	Friday	Saturday	Sunday
Founders Memorial Library Building	7:30 am–10 pm	7:30 am–10 pm	8 am–5 pm	Closed	1 pm–5 pm
Circulation/Reserves Desk	7:30 am–10 pm	7:30 am–10 pm	8 am–5 pm	Closed	1 pm–5 pm
Periodicals	9 am–10 pm	9 am–10 pm	9 am–5 pm	Closed	1 pm–5 pm
Information Desk	9 am–9 pm	9 am–5 pm	1 pm–5 pm	Closed	Closed
Reference	9 am–9 pm	9 am–5 pm	9 am–5 pm	Closed	Closed
Information Delivery Services	8 am–4:30 pm	8 am–4:30 pm	Closed	Closed	Closed
Microforms and Media Services Map Collection	9 am–8 pm	9 am–5 pm	1 pm–4 pm	Closed	Closed
Government Publications	11 am–5 pm	11 am–5 pm	1 pm–4 pm	Closed	Closed
Rare Books and Special Collections	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	Closed
Regional History Center	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	Closed
Southeast Asia Collection	8 am–12 noon; 1 pm–4:30 pm	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	Closed
Library Administration	7:30 am–12 noon; 1 pm–5:30 pm	7:30 am–12 noon; 1 pm–5:30 pm	Closed	Closed	Closed
Faraday Library	8 am–8 pm	8 am–5 pm	Closed	Closed	Closed
Music Library	8 am–7:30pm	8 am–5 pm	Closed	Closed	Closed
NIU-Hoffman Estates Library	11am – 9 pm	11am – 9 pm	Closed	Closed	Closed
NIU- Naperville Library	11am – 9 pm	11am – 9 pm	Closed	Closed	Closed
NIU- Rockford Library	2 pm – 9:30	2 pm – 9:30	Closed	Closed	Closed

Monday Holidays (Labor Day, Martin Luther King Jr. Day, Memorial Day)

- If the holiday does not fall during the regular semester, interim hours apply.

	Friday	Saturday	Sunday	Monday	Tuesday
Founders Memorial Library Building	RH* 7:30 am–10 pm **IH 8 am–5pm	*RH 9 am–10 pm **IH 1 pm–5pm	*RH 1 pm–5 pm **IH 1 pm–5pm	Closed	Regular hours resume
Circulation/Reserves Desk	*RH 7:30 am–10 pm **IH 8 am–5pm	*RH 9 am–10 pm **IH 1 pm–5pm	*RH 1 pm–5 pm **IH 1 pm–5pm	Closed	Regular hours resume
Periodicals	*RH 9 am–10 pm **IH 9 am–5pm	*RH 9 am–10 pm **IH 1 pm–5pm	*RH & **IH 1 pm–5 pm	Closed	Regular hours resume
Information Desk	*RH & **IH 9 am–5 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Reference	*RH & **IH 9 am–5 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Information Delivery Services	*RH & **IH 8 am–4:30 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Microforms and Media Services Map Collections	*RH & **IH 9 am–5 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Government Publications	*RH & **IH 1 pm–4 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Rare Books and Special Collections	*RH & **IH 8 am–12 noon; 1 pm–4:30 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Regional History Center	*RH & **IH 8 am–12 noon; 1 pm–4:30 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Southeast Asia Collection	*RH & **IH 8 am–12 noon; 1 pm–4:30 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Library Administration	*RH & **IH 8 am–12 noon; 1 pm–4:30 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
Faraday Library	*RH & **IH 8 am–5 pm	*RH & **IH Closed	Closed	Closed	Regular hours resume
Music Library	*RH & **IH 8 am–5 pm	*RH & **IH Closed	*RH & **IH Closed	Closed	Regular hours resume
NIU-Hoffman Estates Library	*RH Closed **IH Closed	*RH 7:30am–4pm **IH Closed	Closed	Closed	Regular hours resume
NIU- Naperville Library	Closed	*RH 7:30am–4pm **IH Closed	Closed	Closed	Regular hours resume
NIU- Rockford Library	8am–4pm	Closed	Closed	Closed	Regular hours resume

*RH = Regular Semester Hours

**IH = Interim Hours

Independence Day Observance

Founders Memorial Library will be closed on the University-designated day of observance. The building and all service desks (if applicable) will close at 5 p.m. on the previous day.

Thanksgiving

	Wednesday	Thursday–Friday	Saturday	Sunday
Founders Memorial Library Building	7:30 am–5 pm	Closed	9 am–5 pm	Regular hours resume
Circulation/Reserves Desk	7:30 am–5 pm	Closed	9 am–5 pm	Regular hours resume
Periodicals	9 am–5 pm	Closed	9 am–5 pm	Regular hours resume
Information Desk	9 am–5 pm	Closed	Closed	Regular hours resume
Reference	9 am–5 pm	Closed	Closed	Regular hours resume
Information Delivery Services	8 am–4:30 pm	Closed	Closed	Closed
Microforms and Media Services	9 am–5 pm	Closed	Closed	Regular hours resume
Map Collections				
Government Publications	11 am–5 pm	Closed	Closed	Closed
Rare Books and Special Collections	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	Closed
Regional History Center	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	Closed
Southeast Asia Collection	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	Closed
Library Administration	8 am–12 noon; 1 pm–4:30 pm	Closed	Closed	Closed
Faraday Library	8 am–5 pm	Closed	Closed	Regular hours resume
Music Library	8 am–5 pm	Closed	Closed	Regular hours resume
NIU-Hoffman Estates Library	Closed	Closed	Closed	Closed
NIU- Naperville Library	Closed	Closed	Closed	Closed
NIU- Rockford Library	8am–4pm	Closed	Closed	Closed

Winter Holiday Period

Christmas Eve (December 24)	Closed
Christmas Day (December 25)	Closed
New Year's Eve (December 31)	Closed
New Year's Day (January 1)	Closed
Floating Holidays	Closed

The following units will continue to provide scheduled services during administrative closure days:

- **Circulation/Reserves Desk**
- **Periodicals Service Desk**
- **Reference Desk**

No other services will be scheduled on these days.

Emergency Building Closings

If the university closes or otherwise restricts operations due to inclement weather or other emergencies, it may require the closing of one or more of the libraries.

Monday through Sunday During Semesters

If this . . .	Then University Libraries are . . .
University is open	Open
University is closed, essential personnel to report	Closed
All classes (day and night) are canceled BUT campus departments and offices are open	Open
Only morning classes are canceled BUT campus departments and offices are open	Open
Afternoon and night classes are canceled BUT campus departments and offices are open	Founders Memorial Library: Closes at 5 p.m. Faraday Library: Closes at 5 p.m. Music Library: Closes at 5 p.m. Hoffman Estates, Naperville & Rockford: Follow your location's closure announcement
Only night classes are canceled Saturday classes are canceled	Founders Memorial Library: Closes at 9 p.m. Faraday Library: Closes at 5 p.m. Music Library: Closes at 5 p.m. Hoffman Estates, Naperville & Rockford: Follow your location's closure announcement

When any of the NIU Libraries needs to be closed for other reasons:

The library administration will announce building closing procedures on a case-by-case basis.