Fondren Library Center schedule template
Last updated: October 31, 2013

**Fall and Spring Semester schedule**
The Fall and Spring Semester schedules shall begin on the “First Day of Classes” as designated in the Official University Calendar [http://smu.edu/registrar/](http://smu.edu/registrar/). The last day of the semester is defined as the last day of exams.

**24/5 hours**
During the Fall and Spring Semesters, the library will be open a 24/5 schedule, opening at 9am and closing at 12am on weekends:

- Monday: Open 24 hours
- Tuesday: Open 24 hours
- Wednesday: Open 24 hours
- Thursday: Open 24 hours
- Friday: 24/5 ends at 12a
- Saturday: 9a-12a
- Sunday: 24/5 resumes at 9a

**24/5 reduced footprint**
During the late night 24/5 schedule, a reduced footprint will be in effect for the library. The hours for this reduced footprint are:

- Monday: 2am – 8am
- Tuesday: 2am – 8am
- Wednesday: 2am – 8am
- Thursday: 2am – 8am
- Friday: 2am – 8am
- Saturday: Not applicable
- Sunday: Not applicable
**Hours open to the public**

The public is welcome to use Fondren Library Center, and the outside doors are unlocked, at the following times. Outside of these times, the outside doors are locked and swipe access is required if the library is open late or 24/5.

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<th>Day</th>
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**Summer Semester schedule**

The Summer Semester schedule begins on the “First Day of Combined Session Classes” as designated in the Official University Calendar [http://smu.edu/registrar/](http://smu.edu/registrar/). It ends on the later of the “Last day of Full Summer Session instructions and examinations” or the “Last day of Second Session instruction and examinations.”

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**December-January, May, and August Intersession schedules**

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**Schedule Exceptions**

**Fall and Spring Semester exception: New student staff training period**

In order to accommodate student hiring and training, it is necessary to follow a reduced schedule during the first two+ weeks of the semester.

For the Fall semester, this reduced schedule will last through the later of:
- The first two, full calendar weeks of classes.
- The calendar week including the Labor Day holiday.

For the Spring semester, this reduced schedule last through the first two, full calendar weeks, the regular semester schedule should begin.

Note: We say “two, full calendar weeks” here as the first week of the Fall semester may begin midweek. The exception schedule should always end on Saturday, after we have had a minimum of 9 weekdays.

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<td>Sunday</td>
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**Fall and Spring Semester exception: Public Services Student Training**

In order to accommodate the Public Services Student Training sessions at the beginning of the Fall and Spring semesters, we will close at 5pm on the last Friday of the Fall and Spring Semester exception: New student staff training period (i.e. Friday 8am – 5pm).

**Fall and Spring Semester exception: 24/7 study hall during final exams**

In order to accommodate the large number of patrons who use the library late at night and before finals, it is necessary to open the entire library for 24/7 as final exams approach.

The full library will open for 24/7 starting the Sunday of the week proceeding the week containing the last day of instruction.

This should provide 2 full weeks and at least part of a 3rd week for the full library to be open. For example, for Fall 2009, the last day of instruction is Wednesday, 12/9/09. We would then keep the whole library open for 24/7 starting on Sunday, 11/29/09.
Fall and Spring Semester exception: last day of final exams
The library will close at 9pm on the last day of final exams and the Intersession schedule will start on the following day.

Fall Semester exception: weekend before classes start
If the first day of classes for the Fall semester is a Monday or Tuesday, the library will be open the weekend before classes start, following regular Summer hours
Saturday 12pm – 6pm
Sunday 12pm – 6pm

Fall Semester exception: Labor Day weekend
This assumes that no classes are held on Labor Day.

Friday 8am – 6pm
Saturday 9am – 6pm
Sunday 9am – 6pm
Monday 9am – 5pm (volunteers)
Tuesday regular schedule (i.e. library opens at 8am and hours continue as normal)

Fall Semester exception: Fall Break

Friday 24/5 ends at 6pm
Saturday 9am – 6pm
Sunday 9am – 6pm
Monday 8am – 9pm
Tuesday regular schedule (i.e. 24/5 resumes 8am)
**Fall Semester exception: Thanksgiving holiday**

If Wednesday is a “No Class” day:
- Tuesday 24/5 ends at 9pm
- Wednesday 8am – 6pm
- Thursday closed
- Friday 9am – 5pm (volunteers)
- Saturday 9am – 6pm
- Sunday regular schedule* (i.e. 24/5 resumes 9am)

*Note: see above for 24/7 study hall during final exams, as this may affect this Sunday.

If classes are held on Wednesday:
- Wednesday 24/5 ends at 6pm
- Thursday closed
- Friday 9am – 5pm (volunteers)
- Saturday 9am – 6pm
- Sunday regular schedule* (i.e. 24/5 resumes 9am)

*Note: see above for 24/7 study hall during final exams, as this may affect this Sunday.

**Spring Semester exception: Martin Luther King Jr. weekend**

- Sunday regular schedule (varies depending on whether semester has started, however, if classes are not in session on Monday, but the first day of Spring classes occurred before the MLK holiday, Sunday hours should be 9am – 6pm)
- Monday 9am – 5pm (volunteers)
- Tuesday regular schedule (varies depending on whether semester has started)
**Spring Semester exception: Spring Break**

Friday 24/5 ends at 6pm
Saturday 9am – 6pm
Sunday 9am – 6pm

Monday 8am – 9pm
Tuesday 8am – 9pm
Wednesday 8am – 9pm
Thursday 8am – 9pm

Friday 8am – 6pm
Saturday 9am – 6pm

Sunday regular schedule and 24/5 resume at 9am

**Spring Semester exception: Good Friday holiday weekend**

Thursday 24/5 ends at 6pm
Friday closed
Saturday 9am – 6pm
Sunday regular schedule and 24/5 resume at 9am

**Spring Semester exception: Commencement**

In order to facilitate campus commencement at the end of the Spring semester, the library will be open on the Saturday of commencement.

Saturday 7am – 6pm
Summer Semester exception: 4th of July
If the 4th of July falls on a Tuesday, Wednesday, or Thursday, the schedule will be as follows:
7/3 8am – 6pm
7/4 closed
7/5 regular schedule (i.e. regular hours resume at 8am)

If the observed 4th of July holiday falls on Monday, the schedule will be as follows:
Saturday regular schedule (12pm-6pm)
Sunday closed
Monday closed
Tuesday regular schedule (8am-11pm)

If the observed 4th of July holiday falls on Friday, the schedule will be as follows:
Thursday 8am – 6pm
Friday closed
Saturday closed
Sunday regular schedule (12pm-6pm)