

VIII. SECTION VIII THE LIBRARIES Contents

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The University Libraries system contains over 1,100,000 bound volumes and 2,000,000 microform units. In addition, the library offers access to over 68,000 serials. The Educational Materials Center in Maxim Doucet Hall houses the only collection located outside Edith Garland Dupré Library and contains books representative of a school library.

The online public catalog, iLink, lists all books and journals owned by Dupré Library. The iLink catalog can be searched by author, title, subject or other known information such as call number. iLink includes most of the library's journal holdings, but does not index individual articles printed in journals or newspapers (for access to individual articles, see section about Online Research Services). iLink permits you to see if a book is checked out and allows for access to your account information. iLink can be accessed on campus or remotely.

Library hours are posted at the entrance to the building and on the library's web site. Some areas have limited hours of operation which are posted in the area. Intersession and holiday hours are posted in advance.

Loan Policy

In order to borrow books from the library, faculty must have a current university ID card (Cajun Card). Books charged to faculty are due at the end of the spring semester of each academic year, usually in May. At that time, all books should be either returned or renewed. Further information concerning circulation of library items may be obtained from Circulation Services (2-6025). Material in the Louisiana Room, University Archives & Acadiana Manuscripts Collection, Rare Book Collection, and the Cajun and Creole Music Collection do not circulate for use outside the building except with special permission. Further information concerning these collections may be obtained from the Special Collections Department (2-5702).

Study Carrels

A limited number of study carrels are available for use by faculty members and graduate students engaged in research projects. These carrels are assigned through the Reference Department (2-6030).

Reserve Desk

Faculty who wish to assure availability of material assigned for class use may place the material on reserve. The faculty member decides whether the materials should circulate for periods of 2 hours, 1, 3, or 7 days. Information on the procedure used to place materials on reserve may be obtained from the Reserve Desk (2-6025). VIII-2

Library and Research Instruction

Library and research instruction is provided in a variety of different formats by library faculty. These include lectures, basic and advanced library tours, online instructional guides and individual instruction to faculty members. Instructional sessions to first-time library users include presentations on the library's online catalog and multi-disciplinary online databases. Upper-level classes are introduced to discipline-specific subject databases and other resources. Further information concerning library and research instruction may be obtained from the Internet Access Services Department (2-1160).

Online Research Services

The Reference Department provides access to a number of online databases and e-books to assist faculty in their research. These electronic resources are available for searching in Dupré Library's Reference Online Center and via remote access. Librarians can advise faculty about research options in person, on the phone, and through e-mail and real-time chat using the Ask Reference service. Further information concerning online services may be obtained from the Reference Department (2-6030).

Ordering Books and Periodicals

The Library's materials budget is allocated to all academic departments for the purpose of purchasing books in various subject areas. A departmental faculty member is appointed to act as liaison between the department and the library, and all requests for books and periodicals must be sent to the department library representative who then forwards the requests to the library. Library faculty members are available to assist departmental library representatives with their requests and to keep them apprised of expenditures in their areas. Further information concerning the purchase of materials for the library may be obtained from the Technical Services Department (2-6033).

For more information, see the Edith Garland Dupré Library website at <http://library.louisiana.edu/>.