

## VIII. SECTION VIII

### THE LIBRARIES

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The University Libraries system is comprised of several libraries: The Edith Garland Dupré Library serves as the main library; the Educational Materials Center contains books representative of a school library and the Reading Center provides support for literacy and research; both are housed in Maxim Doucet Hall. The Art Museum Library contains books housed in the Paul and Lulu Hillard University Art Museum; and the Enterprise Sugar Library in Patoutville, LA, contains books and materials relative to the sugarcane industry. The Edith Garland Dupré Library is at the heart of the University. Here, you have access to millions of volumes and e-resources, plus an array of special collections like the Ernest J. Gaines Center and the Cajun & Creole Music Collection. Explore our resources or take a break to sip a coffee in Jazzman's Café. Feel free to use one of our 200+ computers, or learn about the library's resources in our SMART classroom.

#### Library Hours

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

#### Library Catalog

The catalog lists all books and journals owned by Dupré Library. The catalog can be searched by author, title, subject or other known information such as call number. The catalog 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). The catalog permits you to see if a book is checked out and allows for access to your account information. The catalog can be accessed on campus or remotely.

#### Borrowing Materials

In order to borrow books materials from the library, faculty must have a current university ID card (Cajun Card). Materials charged to faculty are due at the end of the spring semester of each academic year, usually in May. At that time, all materials should be either returned or renewed. Further information concerning circulation of library items may be obtained from Circulation Services

#### Reciprocal Borrowing Program

The Library participates in the LOUIS Reciprocal Borrowing program. Faculty may request a LOUIS Reciprocal Borrowing Card that will be honored at participating Louisiana academic libraries. A card can be obtained from the Circulation Desk at Edith Garland Dupré Library.

Material in the Louisiana Room, University Archives & Acadiana Manuscripts Collection, Rare Book Collection, the Ernest J. Gaines Center, and the Cajun & Creole Music Collection do not circulate for use outside the building except with special permission. Further information concerning these collections may be obtained from Special Collections.

#### Interlibrary Loan

The Interlibrary Loan Department supports the research and educational needs of the University of Louisiana at Lafayette community by providing access to materials not held in the library's collections. This

service is available to current University of Louisiana at Lafayette faculty, staff, students, and retirees who are engaged in research and possess a library circulation account in good standing.

### **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](#).

### **Instructional Services**

Library instruction is provided in a variety of different formats by library faculty. These include lectures, basic and advanced library tours, online instructional guides, embedding librarians in courses, 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 [Instructional Services](#).

### **Online Research Services**

The Reference & Research Services 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](#). Librarians can advise faculty about research options through the [Ask a Librarian](#) service. Further information concerning online research services may be obtained from the [Reference & Research Services](#) (2-6030).

### **Ordering New Library Materials 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 must be sent to the department's library representative who then forwards the requests to the library. Requests for new periodicals or e-resources should be submitted to the [Head of E-Resources & Serials](#). 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 requests for the library may be obtained from the [Collection Development Department](#) (2-6033).

For more information, see the Edith Garland Dupré Library [website](#).

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