

THE UNIVERSITY LIBRARIES

<http://www.lib.uiowa.edu>

The University Libraries includes the Main Library, Hardin Library for the Health Sciences and ten campus libraries: Art, Biological Sciences, (currently there is no Chemistry library, but the Chemistry collection is located in the Main Library, 2nd floor, west), Lichtenberger Engineering, Geoscience, Marvin A. Pomerantz Business Library, Mathematical Sciences, Physics, Psychology and the Rita Benton Music Library. In addition, the College of Law has a separate Law Library. This handout will focus on the collections and services of the Main Library. Ask at any of the campus libraries for information regarding their services.

For more information:

RESOURCES FOR RHETORIC STUDENTS

www.lib.uiowa.edu/instruction/rhet/rhetstudents.html

MAIN LIBRARY

The Main Library focuses on collections in the humanities and the social sciences, while each campus library supports its own field of study with specialized books, journals, reference collections, circulation and reserve services. In the Main Library there are several places to get information about library services and collections; a few of these and their locations are described below. Each maintains its own policies regarding circulation and services. For more information, contact the department or service of interest.

REFERENCE & LIBRARY INSTRUCTION DEPARTMENT (www.lib.uiowa.edu/ref/). This department (first floor) is the central information point in the Main Library. Library staff at the Information/Reference Desk can help you find library materials and facilities, and provide you with a fuller range of reference help, teaching you how to use or interpret electronic and print databases and bibliographies, indexes and other specialized reference materials. They can also provide more in-depth service in answering your reference and research questions. Reference librarians also provide free Research Consultations for faculty members and students working on research projects. You can make an appointment with a librarian knowledgeable in your specific subject field, to help you identify sources to support your research. Ask for details at the Information/Reference desk. You can contact a librarian online with the Libraries' Ask A Librarian service (www.lib.uiowa.edu/contact/ask/index.html). The reference collection itself (first floor, west) focuses on the humanities and social sciences. It includes indexes and bibliographies, literature guides, language and biographical dictionaries, encyclopedias, statistical abstracts, and yearbooks.

INFORMATION ARCADE® (www.lib.uiowa.edu/arcade/). The Information Arcade® (first floor, northwest) has state-of-the-art networked computers, multimedia workstations and software for research, classroom instruction, and independent learning. Librarians and computer specialists are available in the Arcade to provide reference service and guidance in using the Arcade's resources for the retrieval and presentation of electronic information. The Arcade also provides access to the Internet, various online and CD-ROM databases, a variety of software and multimedia authoring programs, and other electronic resources.

GOVERNMENT PUBLICATIONS DEPARTMENT (www.lib.uiowa.edu/govpubs/). The government publications collection (third floor, north) includes U.S. federal, State of Iowa, United Nations, and European Union information. Resources vary from subject-specific databases, official reports, statistical resources, and legislative information to periodicals, policy analysis and general information guides in paper, microform, electronic, and digital formats. Older government publications are not always listed in InfoHawk, so ask a librarian for help if you are looking for information older than 1990. Government information on CD-ROMs and microfiche is located in Reference, 1st Floor, west.

MAP COLLECTION (www.lib.uiowa.edu/maps/). The Map Collection (third floor) has maps, aerial photographs, gazetteers, atlases, reference sources concerning maps and cartography, and equipment for photostanning. The Geoscience Library (Trowbridge Hall) has a large collection of very detailed up-to-date topographic maps published by the U.S. Geological Survey. Staff in both the Map Collection and the Geoscience Library provide assistance in locating and using materials found in these rich collections.

RESERVE SERVICES (www.lib.uiowa.edu/reserve/index.html). Reserve Services (first floor, southwest) holds materials that faculty have placed “on reserve” for their students. This means that these books or articles can only be checked out for short periods of time, to make sure that all students in that class may have access to the readings. Current issues of a few heavily used magazines (*Newsweek*, for example) are also available here. Reserve materials are listed in the “Course Reserves” section of the library catalog.

INTERLIBRARY LOAN/DOCUMENT DELIVERY (www.lib.uiowa.edu/ill/index.html). Books, theses and other research materials not owned by the UI Libraries can usually be borrowed through interlibrary loan. Articles from journals/magazines are generally supplied as photocopies. Requests can be made online, at any campus library or through the Main Library Interlibrary Loan Office.

HOW TO FIND LIBRARY MATERIALS

LIBRARY CATALOG. The University of Iowa’s library catalog provides library users with an easy yet powerful means of finding information and materials within the library system. You’ll find a link to the catalog, InfoHawk, on the Libraries’ website (www.lib.uiowa.edu). Handouts containing information on how to search the catalog are available in the Main Library (first floor) and all branch libraries. Help screens are also available within the catalog.

FINDING BOOKS IN THE MAIN LIBRARY. Most materials in the library catalog have Library of Congress (LC) call numbers (a mixture of letters and numbers) such as “PQ8179 .R54V7 1987.” You will need to write down and use the entire number to locate your book. Note that in the Main Library, all books having LC call numbers that begin with the letters “A” through “N” are on fifth floor and “P” through “Z” are on fourth floor. The Libraries also uses a few other kinds of call numbers for items that are shelved elsewhere. For example, books with call numbers such as “92-849” are shelved on second floor. Ask a librarian for help if you have any questions about finding books. For information regarding finding materials in campus libraries, please inquire at those locations.

FINDING MAGAZINES AND JOURNALS IN THE MAIN LIBRARY. The library catalog lists the periodicals (magazines and journals) to which the Libraries currently subscribe. In the Main Library, current and older “bound” issues of most periodicals are shelved alphabetically by title on third floor east. Staff at the Main Library Information/Reference Desk (first floor, central) can answer your questions. Circulation Services can assist you in checking out periodicals. Current issues circulate for 3 days (no renewals) and bound periodicals for 1 week (no renewals).

FINDING NEWSPAPERS. Current issues of local and some major U.S. newspapers and a few international newspapers (for example, the *Daily Iowan*, the *New York Times*, *Le Monde*, etc.) are kept in the Main Library Media Services Room (first floor); back issues are kept here on microfilm. Current issues of many other international newspapers (for example, *Uno más uno*, *El Tiempo*, *Pakistan Times*, *Die Zeit*, etc.) are shelved on third floor near the current periodicals.

LOCATING VIDEOS, DVDs, MICROFILM, AND OTHER NON-PRINT MATERIALS. The Media Services Room (first floor) in the Main Library has over one million “non-print” items such as DVDs, videos, cassettes, microfilm and microfiche, slides, filmstrips, laserdiscs, and recordings. Equipment for viewing or listening in the Media Services Room is also available. Staff members provide assistance in retrieving

materials and instructions on use of the equipment. Paper copies from microfilm or microfiche are available for a fee.

BORROWING MATERIALS FROM THE MAIN LIBRARY COLLECTIONS

You need to have a valid University of Iowa ID card in order to borrow materials from the Libraries. For information regarding borrowing policies in other campus libraries, please inquire at those locations.

BORROWING BOOKS. Undergraduates have a four-week loan with unlimited renewals if the material is not needed by another library user. Renewals may be made in through your InfoHawk account, in person, by e-mail, the Circulation website, phone, or mail.

BORROWING PERIODICALS (JOURNALS AND MAGAZINES). Students, faculty, and staff can borrow current periodicals for a 3 day period (no renewals) and bound periodicals for 1 week (no renewals).

RECALLS AND SEARCHES. If another reader has checked out the item you want, it can be “recalled” for you. To recall materials, either click on the “recall” link in the Libraries’ catalog or talk with Circulation staff. If there is no record that the material is checked out but it is not on the shelf, Circulation staff can put the item “on search” for you. In either case you will be notified when the material is available.

OVERDUE AND LOST MATERIALS. What happens if you return materials late? Or what happens if you lose the item? Fines are assessed for overdue items. Library users are responsible for any library property they might lose, so you will be billed for replacement costs of any lost items. Library fines and lost book charges will appear on your U-bill, and payment will be made directly to the Business Office. Any questions about library fines should be directed to Circulation Services (Main Library, first floor, southwest). If materials recalled by another reader are not returned by a specified date a fine is also assessed.

INFORMATION FOR PERSONS WITH DISABILITIES

MAIN LIBRARY ACCESS. Both entrances to the Main Library have approach ramps and automatic entrance and exit doors to facilitate library use for persons in wheelchairs. The north entrance is open at all times that the building is open. The elevators in the center and at the south end of the building and the public telephone station on first floor north are also accessible to persons in wheelchairs. Accessible restrooms are available on the first floor near the Information/Reference Desk, and at the north end of fourth floor.

ASSISTIVE TECHNOLOGY. The Media Services Department (first floor) has a Visual Enhancer. Screen enlargement is available on all public computers in the Main Library and Information Arcade.

BRAILLE. Braille dictionaries are available in the Main Library Reference Room on first floor.

OTHER ASSISTANCE. The Main Library Reference & Library Instruction Department (335-5299) will provide assistance for patrons when their physical disabilities prevent them from using online resources including the library catalog, and other resources. Main Library Circulation Services (335-5912) will provide assistance in retrieving books and journals. Similar services are provided in all campus libraries.

ADDITIONAL SERVICES AND FACILITIES

ATM. Located in the Main Library on first floor, south lobby.

CHANGE MACHINE. A bill changer is located in the south lobby of the Main Library (first floor). It will make change for \$1 bills, \$5 bills, \$10 bills and \$20 bills.

COMPUTERS. An ITC with Mac and Dell computers is located on the second floor (east) of the Main Library. These can be used for e-mail, word processing, Internet access, registration, and other tasks.

GROUP STUDY ROOMS. Group study rooms (second floor east, and south end of fifth floor) are available on a first-come basis in the Main Library.

GROUP STUDY and QUIET STUDY AREAS. Signs throughout the library designate these areas.

LOST AND FOUND. All found items are sent to the Campus Lost and Found, located in the Iowa Memorial Union Parking Ramp Office.

PHOTOCOPYING. There are photocopy machines on most floors of the Main Library; the charge is 15 cents per copy (or 12 cents with a copy card). Copy card dispensers are located next to the photocopiers on the 1st and 3rd floors.

PRINTERS. Printers are located on the first floor and in the 2nd floor ITC. You can charge printing to your HawkID account.

RESTROOMS. Restrooms are located on second, third, fourth, and fifth floors at both north and south ends of the central hallway. Accessible restrooms are available on the first floor near the Information/Reference Desk and at the north end of fourth floor.

SAFETY AND SECURITY. There is a security system in place at each exit. This means that materials that have not been properly checked out will cause an alarm to go off. If the alarm sounds as you are exiting, return to the desk and consult with the attendant concerning the problem.

To lessen risk of theft in the Libraries, do not leave your personal items such as purses, calculators, or backpacks unattended. Thefts or personal violation should be reported to the nearest library employee who will provide assistance in calling Campus Security. Emergencies such as illness or accident, power outages, and malfunctioning elevators should be reported to the Circulation Desk attendant.

TELEPHONES. A free campus telephone is located on first floor in the north lobby. Pay phones are located on first floor north, second floor north, and fourth and fifth floors south.