LIBRARY BASICS: fall 2013

HOURS
7:45 am-1 am M-Th, 7:45 am-9 pm F, 9 am-6 pm Sa, 12 m-1 am Su

STAFF
Jim Dunkly, x1267, home 598-9199, jndunkly@sewanee.edu
Joan Blocher x1778, home 598-9199, jbloche@sewanee.edu
Go to Main Desk on first floor when third floor is unstaffed.

LIBRARY HOME PAGE
http://library.sewanee.edu [catalog, electronic databases, other services]

LOGGING ON TO LIBRARY COMPUTERS
Login=e-mail version of your name; password=your Banner password.

OFFSITE USE OF ELECTRONIC RESOURCES
Some databases require password offsite; use proxy connection from library home page with user name (first and last names) and password (barcode no. from student ID).

CIRCULATION main floor
open during all library hours; assistance available when third floor unstaffed

THEOLOGY RESERVE third floor; shelves near current periodicals
materials to be used in immediate area only, not to be taken away
separate section for each course; no need to look up titles in catalog
self-service; return books to proper section when finished
Reference books and periodicals are NOT on reserve but in their regular designated locations.

THEOLOGY REFERENCE third floor
materials to be used in immediate area only, not to be taken away

THEOLOGY PERIODICALS third floor
arranged alphabetically by title
current issues on display shelving at north end of floor
back volumes in stacks; red labels on end of ranges
materials to be used in immediate area only, not taken away

PHOTOCOPYING first and third floors
15 cents per copy; scanning for e-mailing also possible on copier (no charge)

OTHER LIBRARY SERVICES
wireless access throughout building
no charge for printing
Academic Technology Services (ground floor: media, computer lab, tech help)

STUDY SPACE
all open seating except for designated closed carrels near Art books
Materials may be left on carrels and tables only if checked out to you; leave note
on table with your name on it so that materials will not be removed.
Personal items (e.g., computers) are left at your own risk.
Room 339 (limited to theology students; check out key #12 at circulation desk)
Room 338 (for any group study; check out key #3 at circulation desk)
Room 330 (for group study; not locked)

COMPUTER ASSISTANCE
Academic Technology Center, ground floor (always open; access with ID card if library is closed)
Computer Lab, Hamilton Hall
If you don’t know it or can’t find it, ask for it. We are all here to help you.