



# GREENLEASE LIBRARY ROCKHURST UNIVERSITY

## Fact Sheet For Students

<http://www.rockhurst.edu/services/library/>

Welcome to Rockhurst University and the Greenlease Library. The library staff wants to make your transition into life at Rockhurst University as smooth as possible. Here are some basic facts about the library that you will find useful.

In an effort to protect your library environment, please respect these basic guidelines:

- No smoking allowed;
- Beverages with lids are permitted;
- Snacks and single portions of food may be brought into the library – please dispose of all waste;
- Cell phones may be used in the library with the expectation that users will be courteous to other patrons' needs for quiet, therefore the phones should be muted or on vibrate;
- The quiet, second floor of the library is restricted to individual study and no cell phone conversation.

### LIBRARY STAFF

Laurie Hathman, Library Director	816-501-4655
Martha Grimes, Head of Technical Services	816-501-4134
Kim Cullinan, Head of Public Services	816-501-4189
Julia Wang, Acquisitions/Serials Librarian	816-501-4143
Carolyn Smith, Catalog/Government Documents Assistant	816-501-4131
Verna Rutz, Public Services Supervisor	816-501-4121
Circulation Desk	816-501-4142
Information Desk (Research Assistance)	816-501-4188

### LIBRARY HOURS (Fall and Spring Semesters)

Monday through Thursday	8 a.m. to 12 midnight
Friday	8 a.m. to 4:30 p.m.
Saturday	12 noon to 4:30 p.m.
Sunday	12 noon to 12 midnight

Library hours vary during holidays, intersession periods and summer school sessions. Call the Circulation Desk or check the library's [website](#) for these hours.

## SETTING UP YOUR GREENLEASE LIBRARY ACCOUNT

Before your library account can be activated, you must do the following:

1. Get your student ID card from Computer Services Help Desk in Conway Hall on the fourth floor. This help desk is open during the fall and spring semesters Monday through Friday from 8 a.m. to 7 p.m., Saturdays 8 a.m. to noon, and closed on Sunday.
2. At the Computer Services Help Desk activate:
  - a. the login for a campus network account so you can use the computer labs on campus and to be able to print materials at the reference terminals on the library's main floor;
  - b. your Rockhurst email address since this is required in your library account and the principal method of email communication between faculty and students.
3. Your library account number and barcode is located at the bottom of your student ID card.
4. You may register for a library account at the Circulation Desk in the library or [online](#). To activate your library account you must have **both** your ID and proof of your Rockhurst email account. The library uses only Rockhurst email accounts to notify students about their accounts.

Once you have established your library account you will be given a unique borrower identification number. Your library card number at the bottom of your student ID card and unique campus identification number allow students using the Rockhurst Online Catalog to:

1. See a list of items checked out and when they are due.
2. Renew items twice, if they can be renewed.
3. See a list of any fines or fees owed.
4. Borrow **books** from MOBIUS libraries online. For a list of local and statewide MOBIUS libraries visit the MOBIUS [website](#).
5. Visit any MOBIUS library in the state of Missouri and checkout books, videos and other materials. Each library sets their own rules for what items they will checkout to Visiting Patrons.

## CHECKING OUT LIBRARY MATERIALS

In order to check out materials each student must have a valid Rockhurst picture ID card, which will also serve as your library card. **ALL STUDENTS MUST PRESENT AN ID CARD FOR CHECKOUT-- NO MATERIALS WILL BE CHECKED OUT TO STUDENTS WHO DO NOT HAVE THEIR CARD!**

Students may check out books, videos, government documents, audiocassettes, filmstrips, CDs and slides for 3 weeks. Materials may be renewed if they are not overdue or on hold for another patron. Wireless laptops are available at the Circulation Desk for a two-hour check out for use within the library. A multi-media room key can be checked out for a four hour period of time in order to view DVDs or VHS tapes on a TV. Magazines, journals, newspapers, laptops and "Reference" collection materials CANNOT be checked out of the library. Some faculty use the Docutek ERes electronic reserve service to provide electronic copies of materials for their students while others place their materials in the reserve collection in the library. If your assignment calls for using reserve materials please check with your faculty about accessing reserve materials.

**Overdue fines are charged for all materials returned late, including reserve materials.** There is no grace period on overdue fines. Students with overdue books or outstanding library fines/fees will **NOT** be allowed to continue to check out materials, including reserve materials, until the overdue matter is cleared.

## RESEARCH ASSISTANCE

Research assistance is offered all hours that the library is open. Librarians are available at the Information Desk Monday through Friday, 8 a.m. - 4:30 p.m. Public Services Assistants are available at the Information Desk during the week and on weekends Saturday, Noon to 4:30 p.m., and Sunday, Noon to Midnight. These hours change during holidays and intersessions.

["Ask a Librarian"](#) provides research assistance to all Rockhurst University students and is available via in person, telephone, email and AJCU Virtual Reference 24/7.

The library has the "[Online Catalog](#)" that identifies all books, CDs, videos, government documents, and audiocassettes in the library collection. There is a multimedia room for viewing VHS and DVD recordings. The multimedia is brought to the Circulation Desk for check-out and a key to the multimedia room is checked out to you. The multimedia room can be used up to a four hour time period and can hold a small group of students.

The "[Periodical Holdings Catalog](#)" identifies all magazines, journals and newspapers in the library collection.

## DATABASES

The library has many [databases](#) to assist in searching for information found in magazines, journals, newspapers, statistical sources and many other types of materials. All of these databases can be accessed on campus and most of the databases subscribed to by the Rockhurst University Library are available to students at home. Off campus access requires an initial login using the [VPN account](#). If you have problems accessing a database when on campus please call the Library's Information Desk at 816-501-4188. For off campus assistance access to databases and login using the VPN account, call the Computer Services Help Desk at 816-501-4347 or email the desk: [helpdesk@rockhurst.edu](mailto:helpdesk@rockhurst.edu) .

## WORKSHOPS

Librarians offer workshops throughout the semester covering research databases such as FirstSearch, EBSCOhost, Internet search engines, and others. Individual appointments offering research assistance from a reference librarian are also available. For more information about workshops or research assistance contact "[Ask a Librarian](#)".

## **INTERLIBRARY LOAN SERVICES**

Interlibrary Loan services are offered to Rockhurst University full or part-time students as long as the student has no overdue fines or fees on their library account. If the library does not have all the materials necessary for students to complete their research it is usually possible to request an article, book or audiocassette from another library.

There is a 20-cent per page charge for copies of magazine, journal or newspaper articles. Due to copyright restrictions Interlibrary Loan requests cannot be faxed to a patron. Generally, there is no fee for the loan of a book or audiocassette. Please allow at least 1 week for delivery of materials. You will be contacted by Rockhurst email when the items are available for pickup at the library.

Forms to electronically submit a request for an article, book or audiocassette are available on the library's [website](#). You must have an activated library account to use the electronic forms. For further information about Interlibrary Loan contact the Information Desk at 816-501-4188.

## **COPYING FACILITIES**

There are two photocopiers located on the main floor of the library near the elevator and a third copier located on the mezzanine floor. These photocopiers can be started either by swiping your Rockhurst ID, buying a copy card to swipe, or via a login to your network account. Your RU ID is debited 5 cents per printed page.

There are two coin-operated microfilm and microfiche reader-printer machines; one on the main floor and one on the basement level. These allow patrons to make paper copies from materials in these formats. All copies cost 10 cents per page and require a student to make the copies. Directions for operating the machines are located on or next to the machines.

Change is available at the Circulation Desk on the main floor. The library does not accept checks for change for the photocopiers. The library does sell photocopy cards.

## **ELECTRONIC CLASSROOM/COMPUTER LAB**

The electronic classroom/computer lab is located on the mezzanine level of the library. It has networked computers for word processing, Internet access, email access, etc.

The classroom is reserved periodically during the week for instruction by library staff. Should you need access to a computer, wireless laptops can be checked out at the Circulation Desk for use in the library. When the electronic classroom computer lab is not reserved for instruction, it is an open computer lab for student use. For a schedule of when the lab is in use for instruction see the

library's [web page](#). **The computer lab closes 30 minutes prior to the closing of the rest of the library building.**

Questions about the operation of these computers should be directed to the Computer Services Help Desk at 501-4357. Library staff is not responsible for computer or printer problems in this lab. For copier/printer problems contact the Xerox Center at 501-4665

## **ASSISTIVE TECHNOLOGY**

The library has a computer equipped with Assistive Technology for students needing screen readers and scanning of information located near the Information Desk on the main floor. If there is additional Assistive Technology that a student requires, please speak to a Librarian at the Information Desk. Questions about the operation of these computers should be directed to Computer Services Help Desk x4357. Library staff is not responsible for computer or printer problems for the Assistive Technology. However, the library staff will assist a student in the basic start up of the equipment and programs.