



GREENLEASE LIBRARY ROCKHURST UNIVERSITY

Fact Sheet For Students

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

Welcome to the Rockhurst University Greenlease Library. The staff wants to make your use of the Greenlease Library as smooth as possible. Here are some basic facts about the library that you will find useful. For more information, be sure to call the library at 816-501-4142. Full information the library is available on our web site at <http://www.rockhurst.edu/services/library/index.asp>.

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

- No smoking allowed;
- Beverages with lids are permitted, **except** in the computer lab;
- Snacks and single portions of food may be brought into the library-please dispose of all waste;
- Cell phones are muted;
- Quiet area policies must be observed. No cell phone usage allowed in designated Quiet area on the second floor.

LIBRARY STAFF for Public Services

Laurie Hathman, Library Director	816-501-4144
Kim Cullinan, Head of Public Services	816-501-4189
Verna Rutz, Interlibrary Loan Assistant	816-501-4121
Circulation Desk	816-501-4142
Information Desk (Research Assistance)	816-501-4188

LIBRARY HOURS (Fall and Spring Semesters only)

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. For these hours, call the Circulation Desk or check the library's web site at <http://www.rockhurst.edu/services/library/general/>.

SETTING UP YOUR LIBRARY ACCOUNT

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

1. Get your student ID card from Telecommunications in Massman Hall or 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. A campus network account so you can use the computer labs on campus;
 - b. A Rockhurst email address since this is required in your library account and the principal method of email communication between faculty, administrative offices 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 <http://www.rockhurst.edu/services/library/circulation/index.asp#register>. 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 owed.
4. Borrow **books** from MOBIUS libraries online. For a list of local and statewide MOBIUS libraries visit the MOBIUS web site at <http://mco.mobius.missouri.edu/article/articleview/7/>.
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 4 hour period of time which gives access to a TV/DVD/VCR for viewing either library or personally owned materials. 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 their reserve materials.

Overdue fines are charged for all materials returned late, including laptops and reserve materials. All materials borrowed from Greenlease Library must be returned before the end of the current school semester. Materials can be returned to a nearby MOBIUS participating library, however, the student must build in a cushion of time for processing the materials back to Rockhurst prior to the due date. The student is responsible for the items until checked in at Greenlease Library.

Rockhurst owned overdue books have a \$.10 per day fine and DVD/VHS tapes have a \$1.00 per day fine. There is no grace period on overdue fines. Students with overdue books or outstanding library fines will **NOT** be allowed to continue to check out materials, including laptops and reserve materials, until the overdue matter is cleared. Lost or damaged Rockhurst library materials will be a \$75 cost to replace. MOBIUS borrowed items cost \$120 to replace. Students with delinquent accounts may have their Business Office records held so that transcripts and the diploma cannot be issued until the library account is cleared.

RESEARCH ASSISTANCE

Research assistance is offered on a 24/7 daily basis. Librarians are available at the Information Desk Monday through Friday, 8 a.m. - 4:30 p.m. Evening/Weekend Supervisors are available at the Information Desk Monday through Thursday, 4 p.m. - 12 midnight, and on Saturday and Sunday. "Ask a Librarian" at <http://www.rockhurst.edu/services/library/reference/asklib.asp> provides research assistance service to all Rockhurst University students and is available via email and AJCU Virtual Reference.

The library has the "Online Catalog" at <http://www.rockhurst.edu/services/library/reference/> that identifies all books, periodicals, 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 List" at <http://www.rockhurst.edu/services/library/reference/periodicals.asp> 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 at <http://www.rockhurst.edu/services/library/electronic/>. Most of the databases subscribed to by the Greenlease Library are available to students at home using the VPN proxy server. For information on databases available from home see the library web page at <http://www.rockhurst.edu/services/library/electronic/remote.asp>. If you have problems accessing a database please call the Information Desk at 816-501-4188.

INTERLIBRARY LOAN SERVICES

Interlibrary Loan services are offered to Rockhurst University full or part-time students with established library accounts as long as the student has no overdues or fines. 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. Articles will be delivered as PDF documents to the student's Rockhurst University email account. 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 email or telephone when the books 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 web site at <http://www.rockhurst.edu/services/library/reference/interlibrary.asp>. 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 Equitrac photocopiers located on the main floor of the library near the elevator that requires swiping your Rockhurst ID in order to copy. A third Equitrac copier is located on the mezzanine floor adjacent to the Computer Lab. There are two coin operated microfilm and microfiche reader-printer machines that allow students to make paper copies from materials in these formats. One is located on the main floor of the library near the Circulation Desk and the other is located in the basement. All copies cost 10 cents per

page and require a student to make their own copies. Directions for operating the machines are located 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 Equitrac copy cards to patrons not having a Rockhurst ID.

ELECTRONIC CLASSROOM/COMPUTER LAB

The electronic classroom/computer lab is located on the mezzanine level of the library. It has 20 networked computers for word processing, Internet access, email access, etc. Students must login using their Rockhurst University computer network account. **The computer lab closes 30 minutes prior to the closing of the rest of the library building.** The classroom is reserved periodically during the week for instruction by library staff. Should you need access to a computer during scheduled class periods, wireless laptops can be checked out at the Circulation Desk for use in the library. When the classroom is not reserved for instruction, it is an open computer lab for student use. The classroom schedule is available at <http://www.rockhurst.edu/services/library/workshops/schedule.asp>. 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.

ASSISTIVE TECHNOLOGY

The library has a computer located near the Information Desk on the main floor equipped with Assistive Technology for students needing screen readers and scanning. Please speak to a Librarian at the Information Desk for additional assistance. The library staff will assist a student in the basic start up of the equipment and programs. 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 workstation.