WELCOME

2004-2005

For the most up-to-date information, please visit our website:

http://www.naz.edu/dept/library
Library Hours

Library hours during the academic year are shown below. Changes in hours (during holidays and semester breaks) are posted on the Library’s web site. A handout listing the hours for the current semester is available from the Circulation Desk. You may also call the Library at 389-2129 for more information.

### Regular Hours

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<th>Day</th>
<th>Hours</th>
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<td>Monday through Thursday</td>
<td>7:45am to 12 midnight</td>
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<tr>
<td>Friday</td>
<td>7:45am to 10pm</td>
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<tr>
<td>Saturday</td>
<td>8:30am to 10pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12 noon to 12 midnight</td>
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### Reference Desk Hours

A professional Reference librarian is available for walk-in consultation during the hours shown below.

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<tr>
<th>Day</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>9am to 9:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9am to 5:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>1pm to 5pm</td>
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<tr>
<td>Sunday</td>
<td>12 noon to 4pm</td>
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<tr>
<td>Topic</td>
<td>Pages</td>
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LIBRARY POLICIES - GENERAL INFORMATION

Quiet Study Zones
We do not have a policy of total silence throughout the entire Library. However, in order to meet the need for quiet study space, we have established Quiet Study Zones in specific areas:

- The Reference area on the Main Level
- The study carrels along the windows on the Mezzanine

These areas are clearly marked with signs. Please refrain from talking in Quiet Study Zones, including cell phone use.

Cell Phones and Pagers
Be considerate. When in the Library, turn your cell phone and pager ringers OFF. Take telephone calls:

- Outside
- In the Outer Lobby
- In the Lower Level Copier Room

Watch Your Stuff!
Do not leave valuables unattended. The Library is not responsible for theft or loss. If you have lost something, the Library's Lost and Found is located at the Circulation Desk. The Media Center also has a Lost and Found. You may also wish to check the Lost and Found at Campus Security, located on the basement level of the Shults Center.

Confidentiality
The Lorette Wilmot Library adheres to New York state law affirming the confidentiality of library records (Consolidated Laws of New York State, Civil Practice Law and Rules, Section 4509).

EMPLOYMENT OPPORTUNITIES FOR NAZARETH COLLEGE STUDENTS
The Library is one of the largest employers of students, providing jobs to an estimated 100 students during the academic year. Though we give preference to students in the Federal Work Study program, we do sometimes employ students who are not in this program.

Students seeking employment in the Library should attend the Career Services Job Fair scheduled just prior to the start of the Fall semester. Representatives from each Library department will be there to accept applications or to hire you on the spot.
Circulation Services

Book Borrowing Privileges

Identification
ID is required to check out books, or to access information about your library record. The preferred ID is your Nazareth College ID, but we will accept any picture ID. If you forget your ID, we will hold the books for you at the Circulation Desk. Nazareth College ID cards are available from Campus Security, located on the basement level of the Shults Center.

Barcodes
Barcodes are your “passport” to many of the Library’s services. Library barcodes are necessary to access your record yourself, as well as to get access to electronic reserves and the licensed database services available through our web page. Bring your Nazareth College ID to the Circulation Desk, and we will put a barcode on the back.

Borrowing Limits
The loan period is three weeks (21 days from checkout). Students are allowed to check out a maximum of fifty books at a time.

Renewals
Books may be renewed up to three times, as long as no one else is waiting for them. To renew, you may either come into the Library or call 389-2129.

Fines
There is a 5-cent per day per book overdue charge.

Holds
You may place books on hold that are currently checked out, or that cannot be found on the shelf. For assistance, please see the Circulation Desk staff. When held books are available, you will be contacted. We will hold books for seven days.
Reciprocal Borrowing Privileges

St. John Fisher College
Any Nazareth College undergraduate may use the St. John Fisher College Library. To check books out, you will need your Nazareth College ID, and will have to agree to the policies set forth by the St. John Fisher College Library.

Graduate Students
Graduate students are able to get a Rochester Regional Library Council (RRLC) card, which provides access to many college and university libraries in the Rochester area. Nazareth College graduate students may ask for a RRLC card at the Circulation Desk, where you will be given handouts explaining this privilege in more detail.
Reference and Library Instruction

The Reference Desk
A professional Reference librarian is on duty at the Reference Desk most of the hours that the Library is open. She or he can help you find answers to your research questions, or point you in the right direction for just about any information you might need. The Reference Librarian can also assist you in learning how to effectively search the Library’s databases and the Internet.

For assistance, simply come to the Reference Desk. You may also telephone us, at 389-2137 (campus ext. 2137) or e-mail us, at refdesk@naz.edu.

The Online Search Service
In an online (computer-assisted) search, a professional Reference librarian creates a bibliography for you on your selected topic, using research databases licensed by the Library. Depending on the topic and your needs, the Internet may also be searched.

Search results are listed on a computer printout, which is annotated to show what is available in our library.

To have a search done for you, come to the Reference Desk and fill out a Computer Search Form. There is a drop box on the Reference Desk for completed search forms, BUT we strongly recommend that you talk to a Reference librarian before you drop off your form. Talking to a Reference librarian is the best way to insure that your search results are exactly what you want.

There is no fee for the search service for currently registered Nazareth College students. Turnaround time varies with demand, and can be as long as a week during peak periods in October and February. If your search is an emergency, please speak to the Reference librarian on duty. We will try to accommodate you if we can.

Completed searches are held under your name at the Circulation Desk until the end of the current semester. Call the Circulation Desk at 389-2129 to find out if your search is ready.
Library Orientation and Instruction
Library orientation and instruction is available to individuals, small groups, and classes by prior arrangement with Jennifer Burr, Reference Coordinator. Contact Jennifer at 389-2133 (campus ext. 2133; has voicemail) or e-mail refdesk@naz.edu. You may also stop by the Reference Desk to request an appointment.

Your professors may include a session in the Library as part of a regular class period. Library instruction classes are usually held in the Library Instruction Room, located in the Reference area on the Main Level. If your regular classroom is a "SMART room", equipped with computer technology, a member of the Library staff may come to your classroom to demonstrate important databases and services.

The Library also offers special programming, sometimes in conjunction with courses such as Freshman Seminar.
Computer Support

Access to the Library’s Licensed Research Databases
Students are able to access the Library’s research databases and other external electronic resources from both on- and off-campus locations.

Off campus and in selected areas on campus, before you can access any licensed database or restricted resource, you will be prompted for your last name and barcode number. If you do not have a barcode sticker on your Nazareth College ID card, please come to the Circulation Desk, and the Circulation staff will barcode your ID.

If you need further assistance, please call the Library’s main telephone number, at 389-2129 (campus ext. 2129), or inquire at the Circulation Desk.

Hardware/Software
The Library’s computer workstations are marked with signs indicating whether each computer is an "Internet" computer or a "Microsoft Office" computer. All of the Library’s computers are equipped with the web browsers Netscape and Internet Explorer.

Your barcode is required to access the public workstations in the Library, with the exception of the stand-up workstations next to the Reference Desk. The stand-up workstations are restricted to Nazareth College web pages only, and include access to the WebPAC, the Library’s catalog.

If you need to open attachments (for example, “.doc” or “.ppt” received through your e-mail or through Blackboard), you must use a "Microsoft Office" computer. In addition to Netscape and Internet Explorer, the Microsoft Office computers also have Word, Excel, PowerPoint, Publisher, and Access. These applications are licensed for use by current Nazareth College students, faculty, and staff only.

Each computer is equipped with its own printer. If your printer jams, if you need toner or paper, or if you need any other assistance, please ask for help at the nearest Library service desk.

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Laptop connections are available in the following areas:
- Next to the Reference area carrels on the Main Floor.
- In the Barbara Davis Group Study Room, located across from the Reference Desk on the Main Floor.
- In the seating area next to the Reserve/Interlibrary Loan Serials Desk on the Lower Level.

Computer Help
The Microsoft applications on the Microsoft Office computers are a self-help service. If you encounter a hardware or software error, please ask a Library staff member or student assistant for guidance. However, we are typically unable to provide instruction on how to use these programs.

You may be able to find the answer to your question simply by consulting Microsoft’s help menu. You may also ask for help from the Information Technology Services lab assistants in Smyth Hall, Room 85 (campus ext. 2088). The lab assistants can also answer questions about webmail and Blackboard.

Information Technology Services offers workshops for students throughout the year. Consult the ITS web site for more information:

http://www.naz.edu/its/

The ITS website also offers helpful information about hardware and software applications, including the location of specific software programs and equipment, such as scanners and color printers, on the Nazareth College campus. Information on Blackboard and Nazareth College webmail is also provided.

During Busy Periods . . .
The Library is a popular place to work. If all of the computer workstations are taken, ask at the Circulation Desk about the availability of computers in the campus labs. The Circulation Desk staff monitor computer availability in the Kearney, Mac, and 24-hour computer labs.

The Library Instruction Room is open for use as a computer lab ONLY during the final two weeks of classes and final exams. Exact dates and times will be advertised prior to the end of each semester.
Reserve/Interlibrary Loan/Serials (RILS) Services

RESERVE:
What is it?
• A collection of required or recommended materials faculty have placed in the library for use by students enrolled in their courses. These materials may be available in print or electronic format through "E-Reserves" or "Electronic Reserves". (For media materials on reserve, please see the Media Center section of this booklet.)

What you need?
• Your student ID and a library barcode (obtained at the Circulation Desk).

How do you find out what your professor has on reserve?
• Click on the "-Find Course Reserves-" link on the Library's home page. Search by course number or by professor's last name.

Loan periods?
• Loan periods for books and other hardcopy items are set by the professor and range from 2-hour in-library use only, to overnight and weekend privileges.

Fines?
• Overdue fines are accumulated at $.25 per hour with a maximum of $5.00 per item. Replacement costs and a processing fee will be levied if an item is lost or damaged.

INTERLIBRARY LOAN:
What is it?
• If the Library doesn't own the book or journal article you are looking for the staff in ILL can try to obtain it for you from other institutions, vendors, or document suppliers.

How do you submit a request?
• Through the ILLiad (Interlibrary Loan) System link located under the "-Quick Links-" category on the Library's home page. First, you will need to register in ILLiad. Then click the appropriate link for either Request a Book (AV requests can go under here, too) or Request a Photocopy (for articles).
How long does it take?
• Generally two to ten days depending on what you are requesting (generally books and AV materials take longer) and where your materials are coming from (if it has to be mailed it will take a certain amount of time to travel from there to here).

Loan periods and renewals?
• Loan periods are set by the lending institution. First time renewals can be submitted through your ILLiad account. Please note extensions are set by the lending institution. If you require the material for a longer period, please speak to an ILL staff member about your options.

Fines?
• Overdue fines are accumulated at $.50 per day with a maximum of $10.00 per item. Replacement costs are set by the lending institution if an item is lost or damaged.

SERIALS:
What are they?
• The Serials Collection consists of 10,000+ journals, magazines, newspapers, and newsletter titles retained in five formats – bound, loose, microfilm, microfiche, and electronic. The Serials Department also houses an extensive ERIC document collection on microfiche (current ERIC documents are available online through the database ERIC E*Subscribe).

How do you access the Bound, Loose, and Microform collections?
• Journal pull-slips are available at the RILS Desk. Please fill in the appropriate information and the RILS Desk Assistants will retrieve the material for you.
• If you need to browse a long run of journals, please inquire at the RILS Desk about signing in to the Closed Stacks. Any material leaving the Closed Stacks will have to be signed out at the RILS Desk.

How do you access the Electronic Journals?
• The majority of Electronic Journals are cataloged into the WebPAC, the Library's online catalog. Search by journal title. When you pull up the record for the journal, a URL link (if available) will take you to the source of the journal. Please note - you may be required to provide your last name and barcode to access some of these - especially if you are off campus.
Media Services

Web address:  http://www.naz.edu/dept/library/media

The Media Center is located on the Lower Level of the Lorette Wilmot Library. Media services provided include:

☆ Media Desk Services
☆ Media Equipment Services
☆ Media Production Services

MEDIA DESK SERVICES
Media Desk services:

• Maintaining and circulating the Library’s media collection, which is shelved in open stacks and includes:
  o Videotapes
  o Audio Cassette Tapes
  o CDs
  o DVDs
  o Computer Software
  o Slides
• Media Reserve materials, which are normally for in-library use only

Borrowing privileges:

• All materials MUST be checked out, even if they are only for in-library use.
• Nazareth students may use the small media study rooms.
• Nazareth students may also reserve one of the three larger media classrooms.
• Check our web page for other borrowing privilege listings.

The Self-Serve area includes:

• Quick dubbing audiotape recorder
• Audio and video listening and viewing
• Typewriter
• Slide viewers
MEDIA EQUIPMENT SERVICES

The Media Center delivers equipment campus-wide for class use and events, provides technical assistance, and also loans equipment for special projects.

Forty-eight hours notice is required.

Since equipment and media rooms are subject to availability, advance requests are recommended.

The Media Center accepts requests up to one year in advance.

Check our web page for more details.

MEDIA PRODUCTION SERVICES

Services offered:

- Color copies (both paper and transparencies) can be made while you wait during regularly scheduled walk-in hours. Otherwise, orders may be dropped off at the Media Circulation Desk - with a turnaround time of 24 hours (except for items left on Friday or Saturday).
- Lamination drop-off service
- Copy-stand reserve and use
- Poster printing

The Media Center also offers a video editing lab, available to students engaged in video work for a course at Nazareth.

Appointments are taken for consultation regarding media use, equipment selection, and collection development.

For a more detailed listing of equipment and services offered by Media Services, please see our web page.

Walk-in hours for the current semester are posted on the Media Center’s web page.
NEED TO MAKE A COPY?

Copy Machines
- Two public copiers are located next to the Circulation Desk at the entrance to the Library. There are two public copiers available on the Lower Level in the Copier Room.

- Photocopies are 10 cents per exposure when using cash, or 8 cents per exposure when using your NazCard.

- If you don’t have a NazCard account, Campus Security will start one with a minimum check of $25.00.

- The Library (at the Circulation Desk) can add $$ to any existing NazCard account.

- NazCard can also be used at the campus bookstore and in vending machines campus-wide.

Microform Reader/Printers
- There are four reader/printers available on the Lower Level in the Copier Room. There is no charge to print off microfilm for Nazareth students.

STUDY ROOMS

MAIN FLOOR - REFERENCE AREA
- There are two group study rooms in the Reference area. Laptop connections are available in the group study rooms. These rooms are available on a first-come, first-served basis.

LOWER LEVEL - RESERVE/ILL/serials AREA
- There are three group study rooms located on the Lower Level in the Reserve/ILL/Serials Area. These rooms are available on a first-come, first-served basis.

LOWER LEVEL - MEDIA CENTER
- Two small group rooms are also available in the Media Center. You must sign up for these rooms through the Media Center Circulation Desk.
SPECIAL PURPOSE ROOMS AND COLLECTIONS

Adaptive Technology Room
Intended to support Nazareth College students with disabilities, the equipment in this room addresses a variety of disabilities including physical impairments, carpal tunnel syndrome, learning disabilities, mobility impairments, and visual or hearing impairments. For more information, please inquire at the Media Center Circulation Desk on the Lower Level.

Chesterton and Friends
The works of G.K. Chesterton, Maurice Baring, and Hilaire Belloc are shelved near the stained glass window on the Main Floor. A portrait of the three authors is displayed nearby. The Sitwell Collection, including the works of Edith, Osbert and Sacheverell Sitwell, is also shelved in this area.

Children's Literature Room
Children's literature is a resource highly utilized by the College's Education Department, and often by other departments as well. Housed on the Lower Level of the Library, past the Reserve/Interlibrary Loan/Serials Reserve Desk, this room houses easy reading, fiction, and non-fiction juvenile literature.

Honors Room
This room is reserved for those students enrolled in the Nazareth College Honors Program, an interdisciplinary program for undergraduates. Located on the Mezzanine (Upper) Level, the room provides study space and a computer, and holds the senior theses of previous graduates of the program.

Library Instruction Room
The Library Instruction Room is a hands-on computer classroom where classes in subjects such as database searching are taught by Library staff. Faculty may also reserve this room for classes that require hands-on computer work. The room offers an instructor's workstation and 18 student computers in an environment designed for 18 students working alone or 36 to work comfortably in pairs. Located in the Reference area on the Main Level.

Loan Desk Collection
Located behind the Circulation Desk on the Main Level, this collection consists of materials pertinent to the Nazareth College community. The collection includes the theses of the Sisters of St. Joseph, faculty publications, college yearbooks, past issues of The Gleaner, as well as various other college-related publications and programs acquired over the years.

McNaughton Collection
The McNaughtons are a collection of popular fiction and non-fiction leased by the Library. Older titles are returned to the vendor as newer titles are acquired. Located in the Browsing Lounge on the Main Level.

Merton Room
The Merton Room was established as a gift from Monsignor William H. Shannon, Professor Emeritus of Nazareth College, and preeminent Merton scholar. The room contains a collection of materials by and about the religious philosopher Thomas Merton.

Rare Book Room
This room contains a general collection of books designated as rare or unusual, or having a special significance to the Nazareth College community. If you need to retrieve a book from the Rare Book Room, please ask a Circulation Desk staff member to assist you.
Main Level
(also showing the Mezzanine, or Upper Level)
Lorette Wilmot Library
Nazareth College of Rochester
Lower Level
Lorette Wilmot Library
Nazareth College of Rochester
Credits
This guide was created and revised by the Library Orientation Task Force of the Lorette Wilmot Library at Nazareth College:

Jody Barker (Circulation Coordinator)
Jennifer Burr (Reference Coordinator)
Deborah Moore (Media Office Supervisor)
Christine Sisak (Reserve/Interlibrary Loan/Serials Coordinator)
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The floor plans were created by Dr. Scott Smith, Director of Reader Services.

Photocopying by Sarah Todd, Reserve/Interlibrary Loan/Serials Student Worker.
Cover color photocopying by Jason Noble, Production Specialist, Media Center

On the cover:
Karl Alexander and Carrie Brown of the Class of 2004
Library Student Workers
who are reading:
The Feminine Mystique, by Betty Friedan
and
Phenomenology and the Problem of History, by David Carr