

Campbell University Library

www.lib.campbell.edu



2008-2009 Student Handbook

Mission Statement

The mission of the Carrie Rich Memorial Library is to provide services and resources to meet the present and future scholarly and informational needs of the Campbell University community and, insofar as possible, to share resources with those outside the University. Friendly and efficient service to the patrons is the ultimate goal of all library activities.

Campbell University Library	1
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.....	1
Mission Statement.....	1
General Information.....	3
Hours.....	3
Bulletin Board.....	3
CamelCat.....	3
Patron Identification.....	4
Photocopies.....	4
Computers, Laptops and Printers.....	4
Rest Rooms and Water Fountains.....	4
Student Conduct Regulations.....	5
Study Facilities.....	5
Telephones.....	5
Circulation Services.....	5
Holds.....	6
Reserves.....	6
Fine Rates for Overdue Resources.....	6
Reference Services.....	7
Computer Resources and the Internet.....	7
Laptops.....	7
Online Databases.....	8
Interlibrary Loans (ILL).....	8
Library Materials.....	8
Books.....	8
E-Books.....	9
Periodicals, Newspapers and Indexes.....	9
Government Documents.....	9
Microforms Collections.....	9
Other Campbell University Libraries.....	9
Stephenson Business Library.....	9
Curriculum Materials/Media Center (CMMC).....	10
Library Annex.....	10
Norman Adrian Wiggins School of Law Library.....	10

This handbook describes the facilities, policies, and procedures for the Campbell Library System and the Carrie Rich Memorial Library (the main library). Other facilities such as the Law School Library, Government Documents, Archives, the Library Annex, and the Stephenson Business Library may have somewhat different services, hours of operation, and pricing. Please see the section titled *Other Campbell Libraries* for details.

General Information

Hours

The hours listed below apply to the Main Library during the fall and spring semesters. Changes during exams, holidays, vacation periods and summer sessions are posted at the Library entrance and are on the library website at www.lib.campbell.edu/hours.html.

Monday through Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:30 p.m.
Sunday	2:00 p.m. – 11:00 p.m.

If there are no classes the next day (holidays, etc.), the Library will close at 4:30 p.m. You may call 893-1462, then press *1, for current library hours.

Bulletin Board

A bulletin board is available in the Library hallway leading to Reference. Please have notices approved by Student Affairs and write the date on them. Notices will be removed after 30 days unless otherwise requested and approved.

CamelCat

CamelCat is the University Library's computerized Online Public Access Catalog (OPAC). It permits searching of library holdings by author, title, subject, and keyword.

The online Catalog includes materials in the main collection as well as items located in the Curriculum Materials/Media center, the Library Annex, Business Library, and the Law Library. You may access CamelCat online from the library's homepage at <http://www.lib.campbell.edu> by selecting "CamelCat Online Catalog."

All students and faculty have a library account. To access your library account, enter your 7 digit Campbell ID number for your username. Your PIN is initially set to be "changeme". By logging in to your library account you are able to see the items that you currently have checked out as well as make interlibrary loan (ILL) requests through the library home page.

Patron Identification

Library resources are primarily for the Campbell University community. Non-Campbell patrons may be restricted from using resources as circumstances warrant. Campbell University identification will be required in order to check out library books. Guests may use authorized guest cards which may be secured from the Circulation Department for a small fee. Guest cards are valid for one year.

Members of the Friends of the Library are issued special Friends of the Library cards that allow them to check out books.

Photocopies

There are three photocopiers in the library, located in the Mac Lab, the Computer Room, and the Reserve Room. Change may be obtained from the Circulation Desk. If you have any problems with the copiers, please ask for assistance at the Circulation Desk.

Microform reader-printers are located in the Microforms Room. You may make photocopies of microforms using these machines.

Photocopies are \$0.05 per page. Color photocopies are \$0.15 per page.

Computers, Laptops and Printers

The library provides computers with Internet connections, MS Office (Word, Excel, PowerPoint, and Access), and printers. The machines are available in the Mac Lab, located next to the Circulation Department, and the Computer Resource Room, located off of the Reference hallway. There is a fee of \$0.05 per black and white page used or \$0.15 per color page used. If you have any problems, please ask a student assistant or a librarian for help.

The library also has laptop computers that are available to be checked out for 3-hour periods. Laptops may be checked out at the Reference Department, unless they are in use for instruction.

The computers in the Reference Room are for CamelCat and Database use only.

Restrooms and Water Fountains

The first floor restrooms are located on the corridor just outside the Microforms Room. The second floor restrooms are located near the entrance to the third-level stacks.

Water fountains are located near the Circulation Desk, in the Rotunda area of the Reference Department and on the second floor near the entrance to the third-level stacks.

Student Conduct Regulations

Students are reminded that the University Library must be used only for study and/or research. To preserve an environment of optimum conditions for study, library personnel may approach students to request quiet and orderly conduct.

Food, drink and use of any tobacco products are prohibited anywhere in the Library.

Study Facilities

A quiet, comfortable environment is provided for reading and study in three general library areas – the general Reference Department study area on the first floor, the second floor study area behind the Curriculum Materials/Media Center and the study room on the third stack level. A reading area for newspapers, journals, and magazines is located near the Circulation Desk.

Telephones

A free public telephone for local calls is available in the first floor stacks.

A coin-operated public telephone is available outside the Library entrance. Internal Library telephones are for business only or in cases of emergency.

Please set all cellular phones to vibrate when entering the Library and please go outside to answer the call.

Circulation Services

The Circulation/Information Desk is located just inside the front entrance of the Library. A staff member is available during all hours of operation to offer directions pertaining to the location of library resources and services and to provide circulation services. Circulation personnel will assist you when resources for which you are searching are not on the shelf. You may inquire whether a book is missing or checked out and the date of its return. If you are using the online catalog, you will find this information when you access call number information.

Periodicals and microforms are arranged alphabetically by title. Special microform collections such as the Library of American Civilization (LAC) collection have their own numbers.

Virtually all books and government documents are circulating except for reference books, periodicals and microforms.

The general public may use the Library. Only Campbell University students, faculty or staff, Friends of the Library, or holders of a current guest card may check out materials to be used outside of the library. You must present your University ID card or your guest card whenever you wish to check out books or other materials.

Campbell University students or faculty may borrow an indefinite number of books; however, some restrictions may be placed on students who consistently keep books overdue. Guests may borrow only three books at one time, except for books from the Curriculum Materials/Media Center.

A book return container is located outside the front entrance of the library for use when the library is closed. Books should be returned to the Circulation Desk when the Library is open.

Holds

Students may request that a book which is already checked out be placed on hold. This service is available at the Circulation Desk. The book will not be recalled but will be held when it is returned to the library. It cannot be renewed. Circulation personnel will attempt to contact the individual requesting the hold. The book will be held for that individual for five days, at the end of which time it will be returned to circulation.

Reserves

Reserve books and other materials have been placed on a limited loan basis at the request of an instructor. These materials may be checked out for two hours, one day, three days or one week, depending on the loan period requested by the instructor. Reserve patrons must present valid identification when checking out items. Up to three Reserve items may be checked out at one time. Two-hour reserve items may be checked out overnight during the last hour before the library closes. These items are due within the first hour of operation the following day.

Electronic reserves are also available via the Library Website and are password protected. The instructor of the class issues the user name and password.

Reserve videos are to be viewed on the second floor. After Curriculum Materials/Media Center hours, a librarian must open the viewing room.

Fine Rates for Overdue Resources

- 3-week loans - \$0.25 per book per day
- 2-hour reserve loans - \$0.50 per book per hour
- All other reserve loans - \$1.00 per book per day
- Interlibrary loans - \$1.00 per book per day
- Laptops - \$10 for the first hour overdue, \$20 for each additional hour

Overdue notices for outstanding resources are mailed the first weekday after the due date. Fines will accumulate each day until the materials are returned or reported missing at the Circulation Desk. If an item is reported missing or is returned seriously damaged, the borrower is responsible for the payment of any accumulated fine, the cost of the item, and a \$10.00 replacement fee. Fines may be paid at the Circulation Desk at the time an item is returned. Any fines not paid at this time will be transferred to the individual's account at the University Business Office and may be paid there.

The first Campbell Undergraduate or Graduate student to bring a copy of this one page to the Reference Desk will receive a \$10 Barnes and Noble gift card.

Reference Services

Reference Services occupy the rear first floor section of the library. Reference librarians are available to help you locate information, direct you to reference materials, and assist you in learning the organization of the library. Reference librarians will help you search for information as well as develop search strategies for course reports, papers and term projects.

You may schedule an appointment with a reference librarian for more in depth help with your research. Appointments may be scheduled by emailing reference@campbell.edu. Please specify whether there is a particular librarian you want to work with. Appointments will be on a first come first served basis.

You may submit reference questions via e-mail from the library's Internet home page by selecting "Ask a Librarian" under the "Getting Help" tab, or by sending an e-mail to reference@campbell.edu. You may also contact the reference desk at (910) 893-1467 or by Instant Messaging the reference desk (IM screen name CarrieRichLib).

Computer Resources and the Internet

The Computer Resource Rooms feature computers providing access to the Internet and various online resources, including over 130 online databases on a variety of topics. Web browsers on these computers have multi-language support for the benefit of our international student community. Printing is networked to a high-speed laser printer for better quality and faster output. The charge for printouts is \$0.05 per page, \$0.15 for color. Many of the databases allow articles to be sent to the user's personal e-mail and printed from home.

The Computer Resource Room in the hallway has PC-Compatible computers. The Mac Lab is located to the left of Circulation upon entering the buildings contains iMacs. iMac Lab machines can run both Windows software and Macintosh software.

All persons under the age of 18 must have a Campbell University ID to access the Internet enabled computers. Any person requesting an exception must obtain written authorization from the director of Library Services, or in his absence, the senior librarian on duty.

Wireless Internet access is available on the first floor, the Reference Department, the Curriculum Materials/Media Center, the third floor study room, and the third floor carrels.

Laptops

There are laptops available for checkout in the Reference Department. Laptops may be checked out for 3 hour periods when not in use by the department.

Online Databases

Online databases are restricted to the Campbell University community unless otherwise specified. Availability is subject to change and different databases may be added or substituted. For off-campus remote access, the user will be asked for a login and password.

LOGIN: Campbell Web Access name

PASSWORD: Campbell Web Access password

For assistance go to <http://wa.campbell.edu>.

Interlibrary Loans (ILL)

Resources not owned by the University Library may be borrowed from other libraries via interlibrary loan (ILL). Request forms for interlibrary loans are in the Reference Department and on the Library's Internet homepage (www.lib.campbell.edu). ILL requests for books may also be sent from the WorldCat database. One to two weeks should be allowed for receipt of loans. **STUDENTS ARE CHARGED \$1.00 PER ARTICLE FOR PHOTOCOPIES. THERE IS NO CHARGE FOR BOOK REQUESTS.** Photocopies are regulated by Federal Copyright Law which is explained on the Interlibrary Loan Request Form. The borrower may keep photocopies. Due dates on books will vary. The borrower is responsible for the book and must return it to the Interlibrary Loan Librarian on or before the due date. The library will not process ILL requests for materials owned by Campbell University.

Library Materials

Please request assistance when you need help in locating any of the following materials:

Books

Most books are shelved in stacks on three floors of the library. The Reference collection is shelved in the Reference Services section on the first floor. This collection includes resources such as encyclopedias, dictionaries, handbooks, almanacs, directories, bibliographies, and indexes to periodicals and newspapers. Rare books are located in the Library Archives in the Library Annex; a member of the library staff will need to get them for you. After using books or journals, please return them to the Circulation Desk or place them in the reshelving areas located throughout the library.

Access to all of these materials is available through CamelCat. Terminals are located throughout the library. If there is no printer available, copy the call number exactly as given. Check the location directory on each shelf aisle for the stack level where the book is located. Non-reference books may be used in the library without being checked out. If you wish to use the book outside of the library, bring it to the Circulation Desk and check it out. **REFERENCE BOOKS AND PERIODICALS CANNOT BE TAKEN OUT OF THE LIBRARY.**

E-Books

More than 24,000 electronic books and 2,000 audio books are available. They are in the online catalog and can be accessed through the Web version of CamelCat. These books may be searched by keyword, author, or title.

Periodicals, Newspapers and Indexes

The Journals link on the library homepage (www.lib.campbell.edu) includes all current subscriptions to journals, magazines, newspapers, annual issues, indexes, back files of former subscriptions, full-text journals available through NCLIVE (updated quarterly) and Campbell University electronic subscriptions.

Government Documents

The Carrie Rich Memorial Library of Campbell University is a selective depository for United States Government Documents. The **Government Documents Collection**, which is located in the basement of Kivett Hall in the School of Law, is considered a part of the Main Library System though the identifier "LAW" is used because of its location in Kivett Hall. The facility is open to all students and faculty from 8 a.m. to 4:30 p.m., Monday through Friday.

Microforms Collections

The library maintains a collection of resources in microform consisting primarily of microfilm and microfiche. These materials include back issues of academic journals, newspapers, and ERIC documents. They are in cabinets in the microforms room located off the rear corridor between the Reference and Circulation Departments. Newspapers maintained on microfilm include the *New York Times* and the *News and Observer*. Significant collections include the **American History Collection** by Sabin and Durand on microfiche and **The Library of American Civilization (LAC)** on ultrafiche. These materials are designated in CamelCat by the term "Microform" followed by "Sabin" or "LAC." There is an index to LAC on the microfiche cabinets where the materials are located.

Other Campbell University Libraries

Stephenson Business Library

The Gilbert T. Stephenson Business Library is located in Room 108 of the Lundy-Fetterman School of Business. It houses the Trust Collection, the Reserve Collection and the Ready Reference Collection for the School of Business. The library also provides support for the Mass Communications and Math departments. Operating hours are Monday through Thursday, 8 a.m. to 10:00 p.m., and Friday, 8 a.m. to 4:30 p.m. during the fall and spring semesters. Summer hours are Monday through Thursday, 8 a.m. to 8 p.m., and Friday, 8 a.m. to 4:30 p.m. This library is closed on weekends, University breaks, and holidays.

Curriculum Materials/Media Center (CMMC)

The Curriculum Materials/Media Center is located on the second floor of the Carrie Rich Memorial Library. It houses curriculum materials, public school textbooks, juvenile books, and audiovisual items. These items may be accessed through CamelCat. The CMMC is available to all faculty and students, though much of the collections support specific programs for the School of Education. CMMC hours are Monday through Thursday, 8 a.m. to 7 p.m., and Friday, 8 a.m. to 4:30 p.m. during the fall and spring semesters. If you need assistance at other times, ask at the Reference Desk.

Library Annex

This facility is the location of Acquisitions and Archives. Operating hours are Monday through Friday, 8 a.m. to 4:30 p.m.

Norman Adrian Wiggins School of Law Library

Occupying over 27,000 square feet in Wiggins and Kivett Halls, the law library houses a collection of legal materials for the Norman Adrian Wiggins School of Law. Its primary mission is to support the teaching and research needs of law faculty and law students. To this end, it houses a collection of over 190,000 volumes and volume-equivalents of cases, statutes, law reviews, treatises and other print and electronic titles necessary for legal research. It is also open to members of the practicing bar and the faculty, students and staff of the University. Most materials do not circulate but are available for use within the law library. Please consult the law library's web site for information about its hours of operation, collection and policies.

The Law Library also houses a Government Documents collection in the basement of Kivett Hall. The Government Documents may be checked out.