Library Handbook
2015-2016

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Library Mission Statement

The St. Thomas University Library embodies the Mission and Vision Statements of St. Thomas University as a physical and virtual center where students, faculty, staff, and the greater community engage and collaborate in learning, teaching, and research. The Library serves the learning community through a circle of services that help faculty, staff, and students transform into information fluent professionals and ethical global leaders.

We Care About:

- Our Learning and Teaching
- Our Students as Developing Successful Leaders
- Our Catholic Identity
- Our Diversity

Vision Statement

Our Vision Empowers:

- Creating an information and technology rich learning environment where the academic, spiritual, intellectual, and psychological needs of our community are supported and networked with other St. Thomas University programs.
- Engaging our students and faculty at their point of need and journeying with them through the research, evaluation, production, and publication processes to create new and original knowledge and learning.
- Empowering our community's scholarship and inspiring the pursuit of new ideas, models, and processes within the academic community.

Introduction

When Biscayne College Library opened in 1962, it consisted of a small collection of books and a study area in Donner Hall. During the 1977-1978 academic year, Director Margaret Elliston surveyed the faculty and students, and developed a proposal for a new library building, which opened in 1982.

The Library building is 50,000 sq ft space shared by the Office of President, the Archbishop John C. Favalora Archive and Museum, University Advancement, Marketing, Institutional Research, and the Office of Information Technology. The University Library strives to empower students for success and academic achievement.

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Library Hours

Regular library hours for the Fall through Spring semesters are:

	University Library	Reference Desk	Computer Lab (2nd Floor)	E-Port Lab (1st Floor)
Monday	8:00a – 2:00a	9:00a – 10:00p	8:00a – 9:45p	8:00a – 9:45p
Tuesday	8:00a – 2:00a	9:00a – 10:00p	8:00a – 9:45p	8:00a – 9:45p
Wednesday	8:00a – 2:00a	9 :00a – 10:00p	8:00a – 9:45p	8:00a – 9:45p
Thursday	8:00a – 2:00a	9:00a – 10:00p	8:00a – 9:45p	8:00a – 9:45p
Friday	8:00a - 5:00p	9:00a - 5:00p	8:00a – 4:30p	9:00a – 4:45p
Saturday	9:00a - 5:00p	9:00a - 5:00p	N/A	N/A
Sunday	2:00p – 2:00a	2:00a – 10:00p	N/A	N/A

Please check the Library's webpage the latest updates on hours and closures.

The Library is closed on: July 4th, Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, Presidents Day, Easter Break, and Memorial Day.

Library staff require all library users to leave the building at least 10 minutes before closing to allow staff to secure the building.

Map of the Library Building

FIRST FLOOR - UNIVERSITY LIBRARY
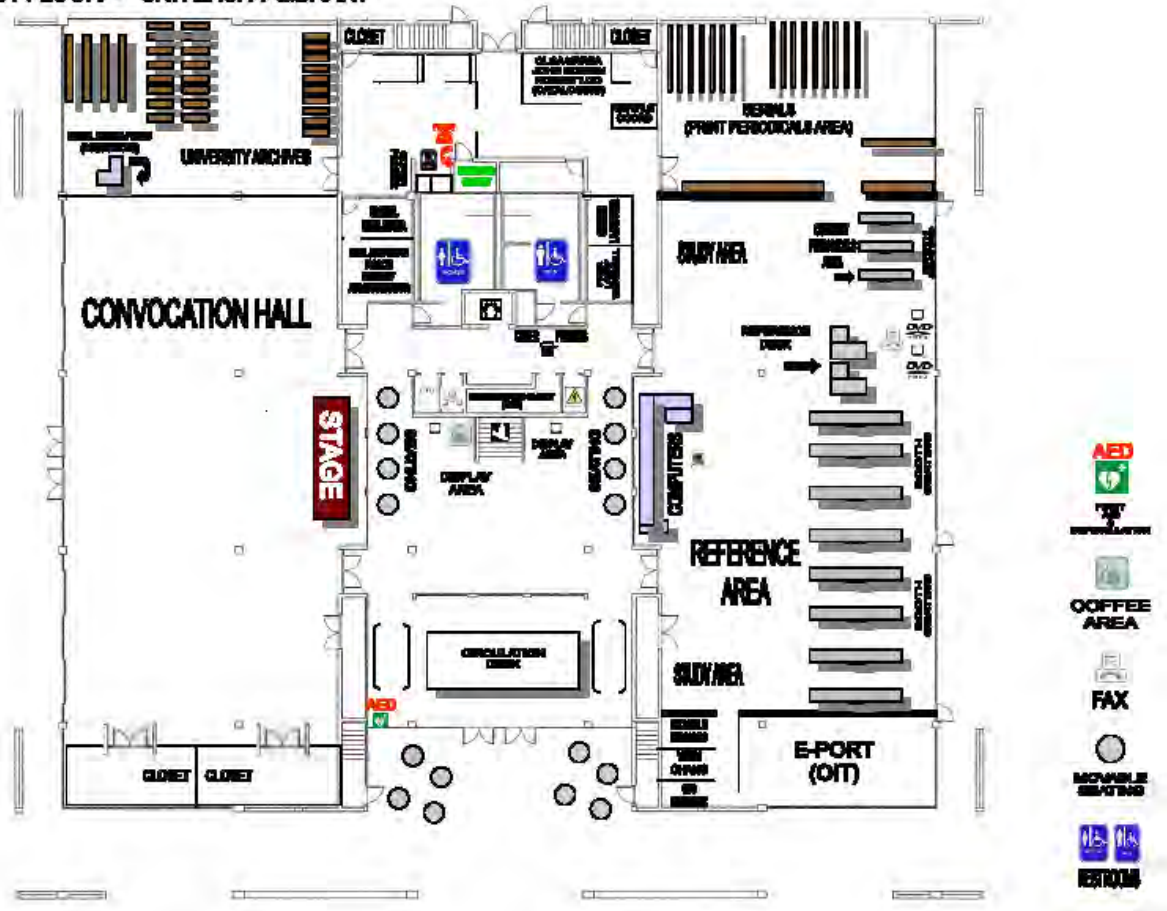
SECOND FLOOR - UNIVERSITY LIBRARY
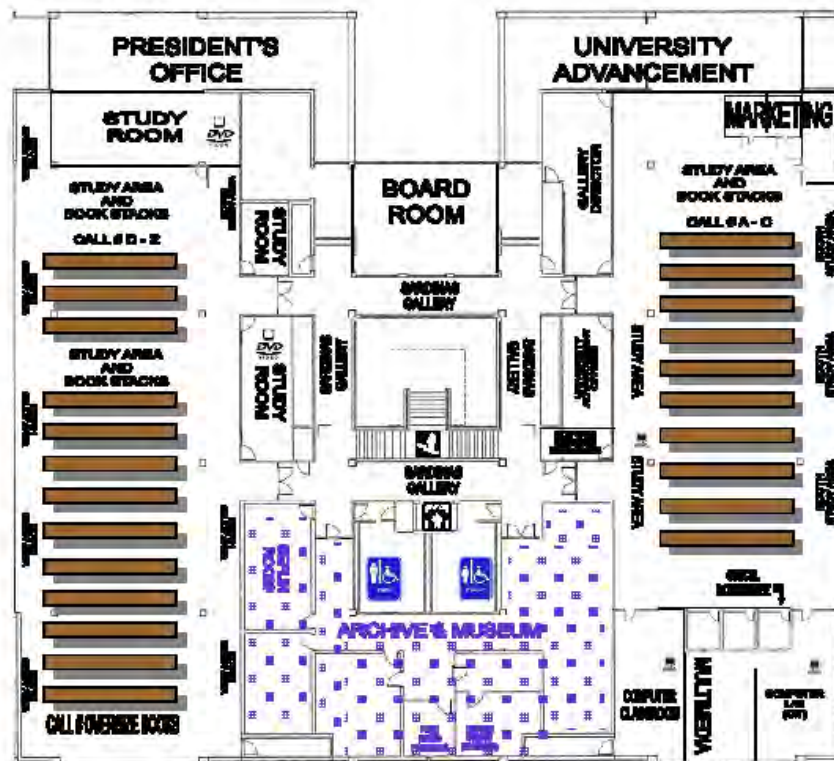
Circulation Desk & Access Services

At the Circulation Desk, you can find information on the library's resources, check out materials, access course reserves, pick up and place Interlibrary Loan requests, pay library fines and fees, buy coffee, and ask for assistance. The staff and students at the Circulation desk are available to help you find the information you need, or direct you to the appropriate area, individual, or department.

Accessing and Borrowing Materials from the Library

St. Thomas University Library collection materials can be checked out by STU students, faculty, staff, alumni, Archdiocesan clergy, ministers, deacons, and staff members, and SEFLIN cardholders. Members of the wider community and Government/Federal documents users may access and use materials in the library.

To Check Out Materials

Members of the STU community (students, faculty, staff, and alumni) must present their St. Thomas University ID card in order to checkout library materials. Dual enrollment students must present a copy of their class syllabus and a picture id. Members of the Archdiocese must present a photo id and Archdiocesan identification or business card. SEFLIN cardholders must present their SEFLIN card (issued by their member library) and a photo id.

Loan Periods & Policies

- <u>Faculty & Staff</u>: May check out circulating materials for the length of the current term.
- <u>Undergraduate Students</u>: May check out circulating materials for a period of 30 days.
- <u>Graduate and Law Students:</u> May check out circulating materials for a period of 60 days.
- <u>PhD and EDD Students:</u> May check out circulating materials for a period of 120 days.
- <u>Other borrowers</u>: May check out circulating materials for a period of 21 days.

Materials located in the library main stacks (2nd floor of the library) may be checked out of the library. Reference books, periodicals, magazines, and government/federal documents are available for in-library use only.

Items that have been checked out can be renewed in-person, online, or over the phone by calling the library Circulation desk at 305-628-6667.

Library fines are accrued at the rate of $ 0.25 cents per day/per item, for a maximum fee of $10.00 per late item. Library users are required to pay overdue fines and fees even if the item is returned.

Lost item fines are based on the replacement cost of the item, as well as a processing fee of $15.00 per lost item. Unpaid fines will result in a hold being placed on the student's transcripts.

The library strives to meet the information needs of its patrons. If you need help finding a book, or are unable to locate it in the stacks, you may request that a search be conducted to locate it. If you need a book that has been checked out by another patron, you may request that a Hold request or Recall be placed on the item. We will do our best to locate the item and notify you when it is available. You may also request an Interlibrary Loan in order to borrow materials that are not available at the STU library.

SEFLIN Library Cards

The SEFLIN (Southeast Florida Library Information Network) card program allows registered SEFLIN card holders to check out materials from participating libraries.

Students and faculty can sign up for a SEFLIN card by visiting the Library Circulation Desk. You will be required to provide your STU I.D. and contact information, as well as a valid email address to register for a SEFLIN card. You will be asked to present the card to be validated (activated) when checking out materials at other libraries in the SEFLIN program.

SEFLIN card holders may check out circulating materials from the STU library. Participants will be asked to present their SEFLIN card and affiliated university id as well as providing their phone number and valid e-mail address when checking out materials at the Circulation Desk. SEFLIN members may check out circulating items for a period of 21 days.

Course Reserves

Professors may place library materials, personal texts, movies, or photocopied materials on reserve for student use by filling out a Course Reserve request form, which is available at the Circulation Desk.

Students can search for Course Reserves online by visiting the library catalog's course reserves search page:

- Visit http://stulibrary.worldcat.org and select *Search -> Course Reserves* from the main menu.

- Students may access a list of reserve items by searching for their professor's name, the course title, or the course number.

Course Reserves can be checked out at the Circulation Desk for a period of two hours. Course Reserves are available for in-library use only. Course reserve (2 hour loan) items accrue fines at the rate of $0.25 per hour overdue.

Library Materials & Collections

Book, Serial, and Media Collections

The St. Thomas University Library houses over 135,515 items in its physical collection, 397 print journals, and provides access to 223,000 e-books, and more than 164 online databases and portals. The library also provides access to a substantial collection of government and federal documents made available through the United States Government Depository library program.

Where to find materials

Reference materials and **print periodicals** are located on the **first floor** of the library, in the **Reference** area. Print periodicals include both current and older bound journals and magazines. These items are available for library use only. For assistance with accessing any of these materials please inquire at the **Reference Desk.**

The **second floor** of the library houses the **General Collection (Main Stacks)**. Items with call numbers ranging from **A-B** are located on the **left wing** of the library (using the stairs as a reference point); this section includes materials related to the study of **philosophy, psychology, and religion**.

Items with call numbers ranging from **C-Z**, as well as **Oversize** materials, are located on the **right wing** of the library on the second floor. This section includes books in a wide range of subjects encompassing all the University's programs and research interests.

All materials in the General Collection (Main Stacks) are available to be checked-out of the library.

The library's collection of popular movies is located on the first floor. These are available to be checked-out or viewed in the library.

In addition, the library provides a separate collection of VHS and DVD materials for faculty use. These are located on the first floor of the library, behind the Current Periodicals display. For assistance locating materials in the faculty film collection, visit the Circulation Desk.

How to search the stacks

Items in the library collection are arranged according to Library of Congress (LC) Classification. The call numbers indicate where an item is located on the shelf.

Call numbers contain several parts: A letter (or set of letters) and a series of numbers followed by a decimal and "Cutter" number.

The letters tell you what shelf the item is on. The numbers tell you where the item is located in relation to the others around it. The alphanumeric combination reflects the subject of the item, facilitating browsing by subject.

How to read a call number:

<p style="text-align:center">**PR 4560 .S23**</p>

<p style="text-align:center">**The "PR" means the item is located on the PR shelf.**</p>

<p style="text-align:center">**Read the letters in alphabetical order, e.g., PR before PS**</p>

<p style="text-align:center">**The numbers and Cutter entry "4560 .S32" tell you where the item is on the shelf.**</p>

<p style="text-align:center">**Read the numbers before the decimal in numerical order.**</p>

<p style="text-align:center">**Read the Cutter number in alpha-numerical order (e.g. .S32 will come before .T2)**</p>

You also have the option of creating an STU library account. This account will allow you to view and renew materials that you have checked out from the STU library, and view any holds or fees associated with your patron account.

To create an account, follow these steps:

- Go to http://stulibrary.worldcat.org

- Click on the "Your Library Account <u>Sign in</u>" link.

- You will then see a login screen. Click on the "Forgot your password?" link below the login area.

- Enter your STU ID number (the number located on your STU ID card) in the User Name area. You will receive an email at your STU email address that will provide you with further instructions for setting up your account password

Library Databases & Online Resources

Using the library's online resources and databases

Library users can access the library's full collection of online resources and databases through the Library's e-Research page (located on the library's homepage at http://www.stu.edu/library) or by searching the library's online catalog at http://www.stu.edu/opac.

Accessing the Library's resources off-campus

Currently enrolled students and university faculty and staff can access the library's online databases from an off-campus location by logging in to the library's remote access system via their online Library Account (see section on Creating a Library Account).

Databases and Online Resources

Serials

Serials receives 385 print periodicals including: 29 daily and weekly national, local, and regional newspapers, 34 titles in Science and Technology, 51 titles in Philosophy and Religion, 35 titles in Psychology, Psychiatry, and Counseling, 42 titles in Education, and 40 popular titles such as *Golf Digest*, *National Geography*, *People*, and *Popular Science*. The library also holds 66 titles in the Catholic Periodical Collection. This collection is located in Archives and includes titles such as *Catholic World, Catholic Historical Review, The Voice,* and many more. In addition the library houses 672 discontinued and lapsed titles. Discontinued titles may include anywhere from complete collections to single volumes. Finally, the library has 50 titles on microfilm including the *Miami Herald* and *Miami News*.

Government Documents Collection

The University Library maintains a collection of documents and publications that we receive from the United States government. These materials include congressional publications, agency reports, statistical data, maps, historical documents, and more. Government documents can be searched through the Library's catalog and are shelved near the Reference Collection on the First Floor. In addition, a large number of electronic federal documents are available and can be accessed through the Library's catalog. Please ask at the Reference Desk if you need help locating and accessing government documents.

The University Library provides free access to the general public for all government documents regardless of format. Members of the general public will be given access to computers in the Library's Reference area to view and download government documents via a guest log-in. A photocopier is available near the elevator to print or photocopy government documents. Library staff are ready to assist any user with government documents during any hours of regular operation.

E-Book Collections

The University Library currently provides access to approximately 223,000 e-books. Some of the library's databases provide e-books: the ATLA Historical Monographs Series One (e-copies of books published between 1300 and 1893; the ATLA Historical Monographs Series Two (e-copies of books published between 1894 and 1923); Ebsco E-Books (collections of e-books published since 1990); 3M E-book Library, EBL E-Books, Virtual Reference Library (collections for e-reference books on business, religion, education, and the social sciences); and the Slavery and Anti-Slavery in America collection (which contain over 3 million pages of primary source material that documents the history of slavery and its abolition in North

America, Europe, Latin America, the Caribbean, and South America). All of these collections may also be accessed through the library's catalog or through the E-Research Page or the E-Book Collections Page on the Library's website.

Off Campus Access

The "**e-Research**" page at www.STU.edu/e-Research, , allows access to all licensed databases to which the Library subscribes from any computer at the Library or anywhere on campus. However, if you access the same page from an off-campus computer, you will be prompted for your credentials, which are the STU username and password that you use to log into your STU user account.

Remote access to online resources is restricted to currently enrolled students or members of the St. Thomas University community. For remote access follow the directions belowFrom the library's web page www.STU.edu/library select "e-research" (top menu) or go directly to www.STU.edu/e-Research - then select any of the databases At the prompt enter your credentials, e.g.:

Username: jdoe   (if jdoe@stu.edu is your STU email address)

Password: *********   {your password}

{click} Send   => {access of selected database}

If you experience any problems when accessing the databases after you have entered your correct credentials contact the University Library's Reference Desk at 305-628-6668 or Circulation at 305-628-6667 or circ@stu.edu . If you have problems with your log-in information, contact the OIT Help Desk at 305-628-6610 or helpdesk@stu.edu.

Databases and Online Resources

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ABI/INFORM (ProQuest)

This database features thousands of full-text journals, dissertations, working papers, key business and economics periodicals such as the Economist, country-and industry-focused reports, and downloadable data. Its international coverage gives researchers a complete picture of companies and business trends around the world.

Academic Search Premier (EBSCO)

This multi-disciplinary database provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

AccessScience (McGraw Hill)

AccessScience is an authoritative and dynamic online resource that contains incisively written, high-quality reference material that covers all major scientific disciplines. An award-winning gateway to scientific knowledge, it offers links to primary research material, videos and exclusive animations, plus specially designed curriculum maps for teachers.

Access World News (NewsBank)

The most comprehensive collection of full-text newspapers globally, *Access World News*

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provides extensive coverage at any level—local, regional, national and international. This fully searchable Web-based resource features hundreds of hard-to-find local and regional titles, most of which are unavailable elsewhere, along with national newspapers and titles from major cities globally. Additionally, *Access World News* offers hundreds of other news sources from scores of countries on six continents, translated into English when written in other languages.

Archivegrid

ArchiveGrid is a collection of over three million archival material descriptions, including MARC records from WorldCat and finding aids harvested from the web. Archival collections held by thousands of libraries, museums, historical societies, and archives are represented in *ArchiveGrid*. *ArchiveGrid* provides access to detailed archival collection descriptions, making information available about historical documents, personal papers, family histories, and other archival materials. It also provides contact information for the institutions where the collections are kept.

Art Museum Image Gallery (EBSCO)

Art Museum Image Gallery offers unparalleled access to thousands of high-quality art images and related multimedia. Drawing on the collections of distinguished museums, there are over 165,000 superior quality images with covering time periods ranging from 3000 B.C. to the present day. The collection represents art from the cultures of Africa, Asia, Europe, and the Americas, including Native American and Meso-American peoples

ATLA E-Books 1300s-1893 (EBSCO)

This collection consists of more than 15,000 titles from 13th Century through the 1893 World Parliament of Religions. The historical time period of the collection reflects upon a time of great doctrinal, social, and organizational change. The collection includes many volumes in Aramaic, Arabic, Greek, Hebrew and other languages besides English.

ATLA E-Books 1894-1923 (EBSCO)

This collection consists of nearly 15,000 titles published from 1894 through 1923. It presents a comprehensive picture of religion in America at the turn of the century. Subjects addressed include the conflict between religion and science, the growing interest in Eastern religions and other world religions, and significant shifts in the religious identification of Americans.

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ATLA Religion Database with ATLASerials (EBSCO)

The *ATLA Religion Database* includes more than 620,000 article citations from more than 1,746 journals (575 currently indexed), more than 250,000 essay citations from over 18,000 multi-author works, more than 570,000 book review citations, and a growing number of multimedia citations. In *ATLASerials*, full text is provided for more than 380,000 electronic articles and book reviews. This database is produced by the American Theological Library Association.

Book Review Digest (EBSCO)

Book Review Digest Plus is an essential library tool that brings together book reviews on a wide range of topics, from a variety of sources. Unlike reviews on book-sale sites and the open Internet, many of the reviews are serious, academic works. This invaluable resource for literary and biographical research is essential for readers' advisory and collection development.

Biblical Archaeology Society Online

Browse or search over 6,600 articles from 35 years of Biblical Archaeology Review (1975 to present), 20 years of Bible Review (1985 to 2005 complete) and 8 years of Archaeology Odyssey (1998 to 2006 complete).

Britannica Online

Britannica Online delivers fast and easy access to high-quality, comprehensive information. The rich combination of the insightful *Encyclopedia Britannica* plus *Merriam-Webster's Collegiate Dictionary and Thesaurus*, magazines and periodicals, and many other research tools provides the variety of reliable sources that students need to consult when conducting thorough research—all from one resource.

CAMIO®, Catalog of Art Museum Images Online (OCLC)

OCLC's Catalog of Art Museum Images Online is a growing online collection documenting works of art from around the world, representing the collections of prominent museums. CAMIO highlights the creative output of cultures around the world, from prehistoric to contemporary times, and covering the complete range of expressive forms.

Catholic Periodical Literature Index (EBSCO)

Catholic Periodical and Literature Index provides indexing of periodicals, essay collections,

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church documents, papal documents and electronic resources expressly addressing the practice and intellectual tradition of Roman Catholicism. Content within its scope is selected for indexing based on enduring scholarly merit. *ATLA CPLI* contains indexing from 1981 to the present and is updated quarterly.
Child Development (Gale)
Covers human development from conception through adolescence, summarizing the latest research on physical, cognitive, social and emotional development and behavior, including areas of law, medicine, psychiatry, and demography among others.
Choice Reviews Online
Choice: Current Reviews for Academic Libraries is the premier source for reviews of academic books and digital resources of interest to scholars and students in higher education. More than 35,000 librarians, faculty, and key decision makers rely on *Choice* magazine and *Choice Reviews Online* for collection development and scholarly research. *Choice* reaches almost every undergraduate college and university library in the United States. Each year *Choice* publishes more than 7,000 reviews.
CIAO, Columbia International Affairs Online
Columbia International Affairs Online (CIAO) is the most comprehensive source for theory and research in international affairs. It publishes a wide range of scholarship from 1991 onward that includes working papers from university research institutes, occasional papers series from NGOs, foundation-funded research projects, proceedings from conferences, books, journals and policy briefs.
Computer Database (Gale)
Computer Database is a one-stop reference resource for up-to-date information on the world of technology. With *Computer Database*, researchers can instantly access hundreds of today's most well-read and influential periodicals in a single search. Featuring coverage from 1980 to the present, *Computer Database* is the perfect source for research on trends and innovations in the ever-changing world of technology. *Computer Database* offers up-to-date information for researchers, allowing them to keep pace with the fast-changing world of technology.
Corrections (SAGE)

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Corrections looks at the correctional system and offers arguments for and against the practice of the laws and policies that comprise corrections, from parole and probation to imprisonment, to the application of the death penalty. The 20 included chapters, written by eminent scholars and experts in the fields of criminology, police science, law, sociology, psychology, and other disciplines, take on such contested topics as what the goals of the correctional system should be (deterrence, rehabilitation, retribution, or something else?) and how they should be achieved; who should make these decisions; and how to balance the goals of the correctional system with the civil rights of the inmates.

Courts, Law, and Justice   (SAGE)

The 20 chapters in *Courts, Law, and Justice* cover a wide range of sharply contested topics, including drug and gun control laws as well as the ins and outs of the criminal justice system as encountered by arrested suspects, during the trial process, and during the sentencing phase.

Credo Reference

Credo Online Reference Service helps researchers build context by providing background information and key terms enabling more efficient research. Access to hundreds of in-depth subject encyclopedias and handbooks covering every major subject from Accounting to Art History and Shakespeare to Einstein.

Crime and Criminal Behavior (SAGE)

Crime and Criminal Behavior delves into such hotly debated topics as age of consent, euthanasia and assisted suicide, gambling, guns, internet pornography, marijuana and other drug laws, religious convictions, and terrorism and extremism. From using a faking I.D. to assaulting one's domestic partner to driving drunk, a vast array of behaviors fit into the definition of criminal. The authors of these 20 chapters examine the historical contexts of each topic and offer arguments both for and against the ways in which legislators and courts have defined and responded to criminal behaviors, addressing the sometimes complex policy considerations involved.

Death & the Human Experience (SAGE)

Death and dying and death-related behavior involve the causes of death and the nature of the actions and emotions surrounding death among the living. Interest in the varied dimensions of death and dying has led to the development of death studies that move beyond medical

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research to include behavioral science disciplines and practitioner-oriented fields. As a result of this interdisciplinary interest, the literature in the field has proliferated. This two-volume resource addresses the traditional death and dying–related topics but also presents a unique focus on the human experience to create a new dimension to the study of death and dying.

Digital Environmental Resources Library (DERL)

Documents from the Miami-Dade Department of Environmental Resources Management (DERM), the State of Florida, federal, municipal and private agencies on environmental issues, related law materials, technical reports and urban concerns; emphasis on Miami-Dade County.

Disability Through the Life Course (SAGE)

This volume in *The SAGE Reference Series on Disability* explores issues involving disability through the life courses, and is one of eight volumes in the cross-disciplinary and issues-based series, which examines topics central to the lives of individuals with disabilities and their families.

Dissertations & Theses (ProQuest)

This database is the world's most comprehensive collection of dissertations and theses from around the world, spanning from 1743 to the present day and offering full text for graduate works added since 1997, along with selected full text for works written prior to 1997.

EarthScape

Earthscape is a comprehensive aggregation of resources in the Earth and Environmental Sciences. The four sections of the compass give you – the teacher, student, scientist, or decision-maker – instant access to the tools you need to understand our planet.

E-Book Collection (EBSCO)

Full-text access to the St. Thomas University Library's EBSCOe-books (these titles can also be accessed through the library catalog).

E-Book Library (EBL)

E-book Library (EBL) is a web-based e-book lending platform which is capable of delivering E-book Corporation's rapidly expanding catalogue of e-books to academic and research libraries.

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E-Books via 3m Cloud Library (3M)

A seamless experience that lets readers explore and borrow e-books in your library, at home and on the go.

Education (SAGE)

This volume in *The SAGE Reference Series on Disability* explores education issues for people with disabilities and is one of eight volumes in the cross-disciplinary and issues-based series, which examines topics central to the lives of individuals with disabilities and their families.

Education Encyclopedias (Gale)

Full text encyclopedia; sources include *Child Development, Encyclopedia of Education, Encyclopedia of Management, Encyclopedia of Sociology, The Gale Encyclopedia of Psychology and World Education Encyclopedia*, among others.

Electronic Journals Services (EJS EBSCO)

Full-text access to select journals also available in our print collection, searchable by title or publisher. EJS can help you quickly find the articles you need to get your research papers and other assignments done in record time. EJS puts your library's e-journals acquired through EBSCO in a single place on the Web, so you don't have to jump to different Web sites to find the articles you need.

Encyclopedia of American Religions (Gale)

Comprehensive coverage of more than 2,300 North American religious groups in the U.S. and Canada -- from Adventists to Zen Buddhists. Information is presented in two distinct sections, essays and directory listings describing the historical development of religious families and providing factual information about each group within those families. Includes, when available, rubrics for membership figures, educational facilities and periodicals.

Encyclopedia of Children and Childhood: In History and Society (Gale)

This 3-vol. set presents the social and cultural history of childhood from antiquity to the present. Children and Childhood examines this history through articles on education, parenting, child labor, economics, images of childhood, children's literature, play, toys and games, health, physiology, law, the criminal justice system and social welfare.

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Encyclopedia of Consumer Culture (SAGE)

The three-volume *Encyclopedia of Consumer Culture* covers consuming societies around the world, from the Age of Enlightenment to the present, and shows how consumption has become intrinsic to the world's social, economic, political, and cultural landscapes. Offering an invaluable interdisciplinary approach, this reference work is a useful resource for researchers in sociology, political science, consumer science, global studies, comparative studies, business and management, human geography, economics, history, anthropology, and psychology.

Encyclopedia of Drug Policy (SAGE)

Spanning two volumes of approximately 450 entries in an A-to-Z format, this encyclopedia explores the controversial drug war through the lens of varied disciplines.

Encyclopedia of Education (Gale)

Offers a complete view of the institutions, people, processes, roles, and philosophies in educational practice in the United States and throughout the world. Features biographies of influential educators; profiles of historic colleges and universities and of organizations active in the field; and an appendix of full text source documents, including education related legislation, international treaties, and testing methods. 8 volumes.

Encyclopedia of Family Health (SAGE)

Approximately 350 signed articles written by experts from such varied fields as health and nursing, social and behavioral sciences, and policy provide authoritative, cross-disciplinary coverage. Entries examine theory, research and policy as they relate to family practice in a manner that is accessible and jargon-free.

Encyclopedia of Global Religion (SAGE)

The multi-volume *Encyclopedia of Global Religion* provides a comprehensive overview of the globalization of religious culture and society around the world in both its historical and contemporary aspects. The encyclopedia includes topics related to the diaspora of cultures and dispersions of peoples; the transitional aspects of religious ideas and practices; the cultural diversity of religious traditions; and the responses of religion—both negative and positive—to multicultural society.

Databases

Encyclopedia of Management (Gale)

Includes essays on 350 topics in management theories and applications, written by academics and business professionals who have firsthand knowledge of the particular topic or essay they are contributing, and reviewed and edited by Dr. Marilyn M. Helms. Topics include aggregate planning, benchmarking, logistics, diversification strategy, non-traditional work arrangements, performance measurement, productivity measures, and supply chain management, among many others.

Encyclopedia of Power

This encyclopedia provides a much needed authoritative and comprehensive coverage of the use of power in those different discourses, enabling the different language communities to learn from each other. It provides a compendium of the concepts that build the ways in which power is conceptualized and provides analyses of related concepts.

Encyclopedia of Religion (Gale)

The second edition of a resource that is considered a standard reference in the field. Presents a cross-cultural approach that emphasizes religion's role within everyday life and as a unique experience from culture to culture. The original 2,750 entries have been retained, many heavily updated, and approximately 600 entirely new articles have been added by an international team of scholars and contributors.

Encyclopedia of Science & Technology (Gale)

Access to illustrations, animations, images, definitions and biographies; links to websites; bibliographies and articles on new trends and developments in the fields of science and technology.

Encyclopedia of Science and Religion (Gale)

A multidisciplinary approach that addresses all aspects of the dialogue between the sciences and the world's religions, reaching into the humanities as well as into the physical sciences and technology. Examines controversial issues such as human cloning and stem cell research long with more traditional questions such as the origins of life, the nature of sin, and the philosophy of science and religion. 4 volumes.

Databases
Encyclopedia of Social Networks (SAGE)
This two-volume encyclopedia provides a thorough introduction to the wide-ranging, fast-developing field of social networking. This reference resource offers comprehensive coverage of the theory and research within the social sciences that has sprung from the analysis of such groupings, with accompanying definitions, measures, and research. Featuring approximately 350 signed entries, along with approximately 40 media clips, organized alphabetically and offering cross-references and suggestions for further readings.
Encyclopedia of Sociology (Gale)
This classic reference has been updated to reflect many changes in society and in the field of sociology in recent years. Articles covering core issues such as race, poverty, violence, economics, pregnancy and abortion have been updated and expanded, and completely new articles have been written on topics such as the Internet, privacy and epidemiology.
Encyclopedia of Sports Management and Marketing (SAGE)
This four-volume set introduces, on the management side, principles and procedures of economics, budgeting and finance; leadership; governance; communication; business law and ethics; and human resources practices; all in the sports context.
Encyclopedia of Terrorism, Second Edition (SAGE)
The *SAGE Encyclopedia of Terrorism's second edition* comes eight years after the first, which was in production as the 9/11 attacks occurred. More than 60 new entries and 100,000 words of new material expand the scope of the first edition by introducing new theoretical entries on topics such as economics and terrorism, international relations and terrorism, and even religious and spiritual perspectives and terrorism. In addition, the volume has updated entries on the Afghanistan and Iraq conflicts and the connections to terrorism.
Encyclopedia of Women in Today's World (SAGE)
The scope of the Encyclopedia focuses on women's status starting approximately in the year 2000 and going forward. From A-to-Z, this work covers the spectrum of defining women in the contemporary world.
ERIC (Educational Resources Information Center)

Databases

ERIC, the *Education Resource Information Center*, provides access to education literature and resources. The database contains more than 1.3 million records and provides access to information from journals included in the Current Index of Journals in Education and Resources in Education Index.

Films on Demand

Films On Demand is a state-of-the-art streaming video platform that makes it easier than ever to incorporate outstanding educational programs from Films Media Group. Includes Digital educational videos on a wide variety of topics which can be streamed for immediate access.

Financial Times Historical Archive 1888-2009 (Gale)

Made possible with a generous gift by an anonymous donor.

The *Financial Times Historical Archive* delivers the complete searchable run of the world's most authoritative daily business newspaper. Every item ever printed in the paper, from 1888-2010, can be searched and browsed article by article and page by page.

FirstSearch (OCLC)

Aggregator of research databases such as WorldCat (books and materials from libraries worldwide), Article First (over 12 million articles); GPO (U.S. government publications); MEDLINE (all areas of medicine); PaperFirst (conference papers index), etc.

Gale Directory Library

Gale Digital Collections makes rare, previously impossible-to-access printed matter viewable in a digital format. From the 1100s to the 2000s; from the Wild West to the Far East; from culture and business, to politics and war, to religion and government; this remarkable, ever-expanding resource supports the needs of today's scholars, faculty and students

The Gale Encyclopedia of Children's Health: Infancy through Adolescence (Gale)

Provides in-depth coverage of pediatric diseases and disorders, with issues related to physical and cognitive and behavioral development. Covers every major body system. There is a distinct emphasis on health issues affecting children under the age of four.

The Gale Encyclopedia of Psychology

Databases

This single-volume, accessible resource covers the entire spectrum of psychology, including: notable people, theories and terms; landmark case studies and experiments; applications of psychology in advertising, medicine and sports; and career information. More than 650 articles -- 65% of those are entirely new or updated since the last edition.

Gale NewsVault

Use *Gale NewsVault* to cross-search or cross-browse across multiple archive collections offered by your library or institution. Depending on your institution's Gale collections, you may find primary source coverage from local, regional, national, and global sources, spanning the 17th to the 21st centuries.

General Business File ASAP (Gale)

Business, industry, management and investment information such as financial analysis, forecasts and marketing strategies; sources include journal articles, investment reports, directory listings, newswire releases, national newspapers and other sources.

General Reference Center (Gale)

General Reference Center Gold has the full-text and image resources students and researchers need. Content includes more than 5,700 titles, of which, more than 4,400 are available in full-text, making it easy for researchers to locate answers for their general-interest research queries. Use *General Reference Center Gold* to locate articles on the following topics: Current Events, Business and Industry Trends, Arts and Sciences, Popular Culture, Sports, Hobbies and more.

21st Century Geography: A Reference Handbook (SAGE)

Via approximately 80 entries or "mini-chapters," the SAGE 21st Century Reference Series volumes on geography will highlight the most important topics, issues, questions, and debates any student obtaining a degree in this field ought to have mastered for effectiveness in the 21st century.

Green Culture: An A-to-Z Guide (SAGE)

Green Culture: An A-to-Z Guide explores the on-going paradigm shift in culture and lifestyles toward promoting a sustainable environment. This volume assesses the green cultural transformations by presenting some 150 articles of importance to students of sociology,

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history, political science, communications, public relations, anthropology, literature, arts and drama.
Green Education: An A-to-Z Guide (SAGE)
Green Education: An A-to-Z Guide explores the environmental movement's proliferation in the field of education, from elementary school classroom efforts to the university curriculum to building sustainable campuses. Focusing on the critical role of education in building a sustainable future.
Green Ethics and Philosophy: An A-to-Z Guide (SAGE)
Green Ethics and Philosophy: An A-to-Z Guide covers the moral relationship between humans and their natural environment, specifically targeting the contemporary green movement. With a primary focus on green environmental ethics, this reference work presents approximately 150 signed entries organized A-to-Z, traversing a wide range of curricular disciplines, including philosophy, psychology, business, economics, religion, and political science.
GreenFile (EBSCO)
GreenFILE offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.
Green Health: An A-to-Z Guide (SAGE)
Green Health: An A-to-Z Guide examines the green movement within the contexts of personal health and the healthcare industry, focusing on consumer lifestyles and how they affect resource conservation, pollution prevention, and environmental management.
Green Issues and Debates: An A-to-Z Guide (SAGE)
Green Issues and Debates explores the multitude of threats to sustainable life on earth and the myriad of controversies surrounding potential solutions.
Green Technology: An A-to-Z Guide (SAGE)
Green Technology: An A-to-Z Guide explores the essential role of technology and its most

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recent developments toward a sustainable environment.

Health and Medicine (SAGE)

This volume in *The SAGE Reference Series on Disability* explores health and medical issues for people with disabilities. It is one of eight volumes in the cross-disciplinary and issues-based series, which incorporates links from varied fields making up disability studies as volumes examine topics central to the lives of individuals with disabilities and their families.

Health Business Elite (EBSCO)

Health Business Elite provides comprehensive journal content detailing all aspects of health care administration and other non-clinical aspects of health care institution management. Topics covered include hospital management, hospital administration, marketing, human resources, computer technology, facilities management and insurance. *Health Business Elite* contains full text content for more than 570 journals.

Health Reference Center Academic (Gale)

Health Reference Center Academic integrates millions of articles from a wide range of full-text nursing and allied health journals, magazines, newsletters and select consumer health information sources with full-text reference works and hundreds of health-related multimedia.

¡Informe! (Gale)

Indexing, images and selected full-text of popular Spanish language and bilingual periodicals; includes a Spanish thesaurus and bilingual interface.

Expanded Academic ASAP InfoTrac (Gale)

Expanded Academic ASAP is one of Gale's premiere resources for research across academic disciplines, offering in-depth coverage of virtually any concentration — from advertising, psychology and history to microbiology, the humanities and women's studies.

General OneFile InfoTrace (Gale)

Perfect for researchers at all levels, *General OneFile* includes more than 8,000 full-text titles; more than 3,600 journals; more than 25 years of backfile; and five newspaper indexes — totaling more than 13,000 titles in all (70% of which are unique to the resource)

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Ingenta

Fee-based document delivery service providing access to articles from a wide variety of publications; includes free abstracts; articles can be purchased individually online or by subscription.

Inter-University Consortium for Political and Social Research (ICPSR)

An international consortium of more than 700 academic institutions and research organizations, ICPSR provides leadership and training in data access, curation, and methods of analysis for the social science research community. ICPSR maintains a data archive of more than 500,000 files of research in the social sciences. It hosts 16 specialized collections of data in education, aging, criminal justice, substance abuse, terrorism, and other fields.

International Encyclopedia of Political Science (SAGE)

The *International Encyclopedia of Political Science* provides a definitive, comprehensive picture of all aspects of political life, recognizing the theoretical and cultural pluralism of our approaches and including findings from the far corners of the world. The eight volumes cover every field of politics, from political theory and methodology to political sociology, comparative politics, public policies, and international relations.

International Studies in Catholic Education Journal

The Journal aims to provide an international forum for articles of a theological, philosophical, historical and social scientific nature, as well as empirical research perspectives on Catholic education. The scope of the Journal includes articles focused at both a general theoretical level, as well as a specific focus level, relating to the various forms of Catholic education, e.g. Elementary/primary, secondary, higher education, adult education, community and parish-based education and seminary education.

Issues & Controversies (Infobase)

Issues and Controversies helps researchers understand the crucial issues we face today, exploring more than 800 hot topics in business, politics, government, education, and popular culture. Updated weekly, with links to a 12-year back-file, Issues and Controversies offers in-depth articles made to inspire thought-provoking debates. This database is great for research papers and debate prep.

Databases

JSTOR

Full-text coverage of 19th and 20th Century journals in varied disciplines with emphasis on social sciences including African American and Asian Studies, Anthropology, Ecology, Economics, Education, History, Literature, Philosophy, Political Science, Sociology, etc.

Juvenile Crime and Justice (SAGE)

The authors of the 20 chapters in *Juvenile Crime and Justice* address various hotly debated topics along three loosely connected themes: prevention, prosecution, and corrections. Each author presents arguments both in favor of and opposed to various treatments, programs, and punishments, examining issues such as youth curfews, juveniles in adult courts, legal representation for juveniles, juvenile boot camps, group homes, out-of-home placement, and more.

Latin America & the Caribbean Portal (Gale)

Provides full text access to information, statistics, maps, and primary sources covering a wide range of subjects on Latin America and Caribbean, including culture, government, politics, history, economics, and the environment.

Leadership in Science and Technology: A Reference Handbook (SAGE)

This 2-volume set within the *SAGE Reference Series on Leadership* tackles issues relevant to leadership in the realm of science and technology.

LexisNexis Academic

U.S. and international business news from newspapers, broadcast media and wire services; legal information including federal and state cases, statutes, codes, regulations, supreme court briefs, etc.; company information from dossiers, profiles, SEC filings and other sources.

Liberty Magazine 1924-50 (Gale)

Liberty: A Weekly for Everybody was founded in 1924 by Joseph Patterson, publisher of the New York Daily News and Robert McCormick, publisher of the Chicago Tribune and often regarded as the world's greatest publisher. From its inception, they set out to make the magazine more topical, daring and exciting than any competitors. Information was presented in a style heavily influenced by the emerging motion picture industry and focused on the most

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sensational and popular issues.

Library, Information Science & Technology Abstracts - LISTA (EBSCO)

Library, Information Science & Technology Abstracts (LISTA) indexes more than 560 core journals, nearly 50 priority journals, and nearly 125 selective journals; plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s

The Listener Historical Archive 1929-1991 (Gale)

The Listener was a weekly publication, established by the BBC in 1929 as the medium for reproducing radio - and later, television - programmes in print. It is our only record and means of accessing the content of many early broadcasts. With major contributors including E. M. Forster, George Orwell and Bertrand Russell, it also provided an important platform for new writers and poets; W. H. Auden, Sylvia Plath and Philip Larkin being notable examples.

Literature for Students

Literature for Students features in-depth reference texts on all areas of literary studies for students.

Literature Resource Center (Gale)

The world's most current, comprehensive and reliable online literature database, *Literature Resource Center* is uniquely relevant to today's researcher. Its rich critical, biographical and contextual content supports interdisciplinary approaches, information literacy and the development of critical-thinking skills. Full-text articles from scholarly journals and literary magazines are combined with critical essays, work and topic overviews, full-text works, biographies, and more to provide a wealth of information on authors, their works, and literary movements. Researchers at all levels will find the information they need, with content covering all genres and disciplines, all time periods and all parts of the world.

Mergent Online

Comprehensive U.S. and international, public company information including descriptions, annual reports, officers, holdings, financial statements, archival data, etc.

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Miami Herald 5/19/82-Current (Newsbank)

Main local newspaper and primary source of news for Metropolitan Miami and South Florida.

National Geographic Magazine (Gale)

This collection brings together a complete archive of *National Geographic magazine* — every page of every issue — along with a cross-searchable collection of National Geographic books, maps, images and videos.

New Catholic Encyclopedia (Gale)

This 15 volume, second edition features revised and new articles. Among the 12,000 entries in the encyclopedia are articles on theology, philosophy, history, literary figures, saints, musicians and much more.

New Catholic Encyclopedia Supplement: The Wojtyla Years (Gale)

A scholarly supplement to the *New Catholic Encyclopedia* that focuses on the pontificate of John Paul II and includes thematic essays presenting the man and his work. Headings include: The Papacy of John Paul II; Church Documents; People and Places; Institutions and Events, Saints and Blessed.

New Republic Archive (EBSCO)

For ninety years *The New Republic* has provided in-depth examination of American politics, foreign policy and culture with an uncanny ability in covering issues before reaching the mainstream. The New Republic continues to be the leading journal of opinion and covers topics from a variety of viewpoints. This database offers complete indexing & abstracting and full text for all issues back to the journals inception in 1914.

New York Times 1851-2009 (ProQuest)

This historical newspaper provides genealogists, researchers and scholars with online, easily-searchable first-hand accounts and unparalleled coverage of the politics, society and events of the time.

New York Times 1980-Current (ProQuest)

This is considered the official U.S. newspaper because it publishes the complete text of

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important documents, speeches and presidential press conferences. The paper's reporters have won scores of Pulitzer Prizes throughout the publication's 150-year history.

Nutrition and Well-Being A to Z (Gale)

This two-volume reference examines the relationship between food and health on a historical, national and personal level. It analyzes how nutrition has affected quality of life, health and fitness in various countries at different times in history.

Oxford English Dictionary

The *Oxford English Dictionary* (OED) is widely regarded as the accepted authority on the English language. It is an unsurpassed guide to the meaning, history, and pronunciation of 600,000 words— past and present—from across the English-speaking world. As a historical dictionary, the OED is very different from those of current English, in which the focus is on present-day meanings. You'll still find these in the OED, but you'll also find the history of individual words, and of the language—traced through 3 million quotations, from classic literature and specialist periodicals to films scripts and cookery books.

Philosopher's Index (EBSCO)

The *Philosopher's Index*, produced by the Philosopher's Information Center, is a current and comprehensive bibliographic database covering scholarly research in all major fields of philosophy. The Philosopher's Index, considered the most thorough index of journal literature on the subject, features author-written abstracts covering scholarly research published in journals and books, including contributions to anthologies and book reviews. The Philosopher's Index contains research published since 1940 including over 680 journals from more than 50 countries with content representing a variety of languages.

Powerspeak Languages (Gale)

Offers a versatile and dynamic approach to language learning. It helps students develop communicative competence in the target language while building a strong foundation in correct grammar and vocabulary usage.

Private Company Financial Data Authority (PrivCo)

PrivCo is the premier source for business and financial data on major, non-publicly traded corporations, including family owned, private equity owned, venture backed, and international

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unlisted companies.
Project Muse
Full-text access to articles from scholarly journals; subjects include classics, education, film-theater-performing arts, history, language, law, literature, math, philosophy, religion, politics, etc. *Project MUSE* is a leading provider of digital humanities and social science content for the scholarly community. Since 1995 the MUSE journal collections have supported a wide array of research needs at academic, public, special, and school libraries worldwide. MUSE is the trusted source of complete, full-text versions of scholarly journals from many of the world's leading university presses and scholarly societies, with over 120 publishers currently participating.
ProQuest Central
Allows searching across all ProQuest journals, magazines, newspapers, and databases including ERIC, ABI-Inform, PsychInfo, etc.
Accounting & Tax (ProQuest Central)
This is the quintessential accountant's database. It brings together highly ranked global and scholarly journals with key resources for locating quick and precise results covering current news and topics, as well as the trends and history influencing important accounting and tax issues of the day.
Banking Information Source (ProQuest Central)
This database enables you to search essential banking industry publications for information about the financial services industry, banking and industry trends.
Canadian Newsstand Complete (ProQuest Central)
This database offers unparalleled access to the full text of over 190 Canadian newspapers from Canada's leading publishers. This full text database includes the complete available electronic backfile for most newspapers, providing full access to the articles, columns, editorials and features published in each. Some backfiles date as far back as the late 1970s.
CBCA Complete (ProQuest Central)
This database, with 600 full text titles, is the most comprehensive Canadian reference

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collection available today. Accessible to readers and researchers at every level, CBCA Complete features a highly-respected, diversified mix of publications, including scholarly journals, trade publications, dissertations, books, newspapers and magazines.

Hoover's Company Profiles (ProQuest Central)

This database contains proprietary information about more than 40,000 public and non-public companies and 225,000 key executives. Hoover's, widely recognized as a leader in company data, delivers in depth industry analyses, information on a company's location, summary financials, top competitors, top officers and more.

OxResearch (ProQuest Central)

This database provides succinct analytical articles covering world and regional economic and political developments of major significance. It evaluates issues and events within a coherent political, social and economic framework. Additionally, it contains objective, multi-disciplinary articles compiled by an extensive international network of over 1,000 faculty members at Oxford and other leading universities around the world, as well as think-tanks and institutes of international standing.

Pharmaceutical News Index (ProQuest Central)

This database is an insider's guide to healthcare research, development and regulatory issues

ProQuest Asian Business & Reference (ProQuest Central)

This database focuses on business and financial news from the eastern hemisphere. It covers Asian business and financial information from key international publications.

ProQuest Biology Journals (ProQuest Central)

This database provides access to a wide range of biology topics including some of the most popular information resources for users in academic, government and public research environments.

ProQuest Career and Technical Education (ProQuest Central)

ProQuest Career & Technical Education is the definitive source for vocational information. The database includes nearly 600 titles, with more than 500 available in full text for quick access to

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research on virtually any technical topic.
ProQuest Computing (ProQuest Central)
This database is a premium resource for those who need access to comprehensive coverage of computer topics. The database includes numerous titles, most of them in full text, allowing users to search records dating back to the early 1990's.
ProQuest Criminal Justice (ProQuest Central)
ProQuest Criminal Justice is a comprehensive database supporting research on crime, its causes and impacts, legal and social implications, as well as litigation and crime trends. As well as U.S. and international scholarly journals, it includes correctional and law enforcement trade publications, crime reports, crime blogs and other material relevant for researchers or those preparing for careers in criminal justice, law enforcement and related fields.
ProQuest Education Journals (ProQuest Central)
ProQuest Education Journals gives users access to over 900 top educational publications, including more than 600 of the titles in full text. The coverage spans the literature on primary, secondary and higher education as well as special education, home schooling and adult education. Many titles are indexed in the ERIC database.
ProQuest European Business (ProQuest Central)
This database contains the latest European business and financial information. Includes quality resources such as The Economist, Fortune and European Business Journal.
ProQuest Family Health (ProQuest Central)
This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry
ProQuest Health & Medical Complete (ProQuest Central)
This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

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ProQuest Health Management (ProQuest Central)

This database is a collection of reliable and relevant resources in the field of health administration, including journals and dissertations.

ProQuest Military Collection (ProQuest Central)

This database covers topics across all government and military branches, including international relations, political science, criminology, defense, aeronautics and space flight, communications, civil engineering and more. It includes over 550 titles, with more than 370 available in full-text, allowing you to search over 3.5M records, dating back to the early 1990's.

ProQuest Newsstand (ProQuest Central)

This database's detailed indexing helps users quickly find the news information they need. Each issue of each newspaper is indexed thoroughly, so researchers have access to not only top news stories but also the information contained on the various sections of the papers. The indexing covers not only complete bibliographic information but also companies, people, products, etc.

ProQuest Nursing & Allied Health Source (ProQuest Central)

This database offers reliable, comprehensive coverage of the fields of nursing and allied health including journals, video, dissertations, reference books and more.

ProQuest Political Science (ProQuest Central)

This database gives users access to hundreds of leading political science and international relations journals, providing full-text of many core titles indexed in Worldwide Political Science Abstracts. In addition, over a thousand recent full-text doctoral dissertations on political science topics are included, together with working papers, conference proceedings, country profiles, political news and other sources.

ProQuest Psychology Journals (ProQuest Central)

This database provides abstracts and indexing for more than 640 titles, with over 540 titles available in full text. Many titles are indexed in PsycINFO. Coverage ranges from behavioral, clinical, cognitive, developmental, experimental, industrial and social psychology, along with personality, psychobiology and psychometrics.

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ProQuest Religion (ProQuest Central)

This database provides a wide range of primarily full-text, international periodicals for diverse religious and spiritual studies, covering formal theological studies of major religions, as well as the most recent trends and scholarly thought. Included are titles from religious publishing bodies and nondenominational organizations. The resource reflects a wide spectrum of religious belief systems and supports the global study of religion.

ProQuest Research Library (ProQuest Central)

ProQuest Research Library provides one-stop access to more than 4,000 periodicals from one of the broadest, most inclusive general reference databases ProQuest has to offer. Search from a highly-respected, diversified mix of scholarly journals, trade publications, and magazines covering over 150 academic disciplines.

ProQuest Science Journals (ProQuest Central)

This database is a definitive resource for students studying both the applied and general sciences. With coverage dating back to 1986, ProQuest Science Journals features over 1030 titles, with more than 760 available in full text. Search over 2.7M records, dating back to the mid-1980s.

ProQuest Social Science Journals (ProQuest Central)

This database offers indexing and full text for hundreds of academic journals, providing extensive coverage across a wide range of social science disciplines including anthropology, criminology, economics, education, political science, psychology, social work and sociology.

ProQuest Sociology (ProQuest Central)

This database covers the international literature of sociology and social work, including culture and social structure, history and theory of sociology, social psychology, substance abuse and addiction and more. This collection provides full-text coverage of many core titles included in Sociological Abstracts and Social Services Abstracts.

ProQuest Telecommunications (ProQuest Central)

This database is an essential resource for anyone researching the industry or its technology. Whether you're looking for the latest news on WAP technology, following market penetration

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of new technologies, or gathering information about the key players in this field, ProQuest Telecommunications helps you stay one step ahead. The database includes over 140 titles, with more than 115 available in full text. Search more than 600,000 records, dating back to the early 1990's.

Snapshots (ProQuest Central)

This database offers top-line international market research overviews focusing on 40+ industries in more than 40 countries worldwide, including regional summaries. It provides market size, share, forecasts and segments.

PsycInfo (ProQuest)

This database is published by the American Psychological Associations and provides comprehensive indexing and abstracts of the international psychological literature from the 1800s to the present. Documents indexed include journals, articles, books, dissertations and more. 90% of the 3,000+ titles indexed in *PsycINFO* are peer-reviewed.

PubMed

PubMed comprises more than 23 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher web sites.

Religion in America (SAGE)

Encyclopedia of Religion in America examines how religious history and practices are woven into the political, social, cultural, and historical landscape of North America. This authoritative reference work explains the origins, development, adaptation, influence, and interrelations of the many faiths practiced, including major world religions, new religious sects, cults, and religious movements that originated or had an influence in the United States.

SAGE Knowledge

SAGE Knowledge is the ultimate social sciences digital library for students, researchers, and faculty. Hosting more than 4,200 titles, it includes an expansive range of SAGE eBook and eReference content, including scholarly monographs, reference works, handbooks, series, professional development titles, and more.

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SEFLIN – My Library Service

Provides information, resource sharing, courses, workshops, etc. for and about member libraries.

Slavery and Anti-Slavery (Gale)

These collections contain over 3 million pages of primary source material that documents the slave trade and the fight to end slavery in North America, Europe, Latin America, the Caribbean, and South America. It provides full text access to content published between 1500 and 1880 from archives around the world.

South Florida Business Journal Digital Portal

This portal will enable your students, faculty and staff to read, print, download and utilize local business news from the exact digital replica of the South Florida Business journal including all the regular sections, lists and special publications. Features include: In depth local business news coverage, top 25 Lists, interviews with top business leaders, People on the Move, focus sections on topics including Tourism, Law, Finance, Real Estate, Health Care, etc.

SportDiscus (EBSCO)

Provided by the Sport Information Resource Centre, *SPORTDiscus* offers comprehensive, bibliographic coverage of sport, fitness and related disciplines. This database contains well over 1.7 million records with journal and monograph coverage going back to 1800; over 22,000 dissertations and theses and reference to articles in 60 different languages.

Statistical Datasets (Data-Planet)

Data-Planet Statistical Datasets provides easy access to an extensive repository of standardized and structured statistical data. The Data-Planet repository contains more than 90 billion data points from more than 70 source organizations. The over two billion time series in Data-Planet provide immediate access to data presented in charts, maps, graphs, and table form, via multiple points of entry. There are up to 2 billion charts, maps, views, rankings, time series and tables available for use in the Data-Planet repository. All of the data have been standardized and structured, and described with up to 37 fields of metadata, including a controlled vocabulary.

Databases
Tourism eBook Collection (OvidSP)
The *Tourism eBook Collection* provides access to a variety of texts on tourism and the tourism industry.
USA Today 7/1/87-Current (Newsbank)
Full-text access to articles published in USA Today.
Virtual Reference Library (Gale)
Aggregator of selected reference titles in various disciplines such as business, education, law, religion and social sciences; allows individual or multi-title searching.
WorldCat (OCLC)
WorldCat represents a "collective collection" of the world's libraries, built through the contributions of librarians, expanded and enhanced through individual, regional and national programs. WorldCat represents the electronic and digital materials most in demand by information seekers, as well as the important, unique items found only in local libraries. WorldCat connects library users to hundreds of millions of electronic resources, including e-books, licensed databases, online periodicals and collections of digital items. The WorldCat knowledge base combines data about your library's electronic resources and linking features that enable access to the content and help you manage the workflows associated with these materials.
World Education Encyclopedia (Gale)
This 3-volume country-by-country survey of educational systems provides detailed essays on the histories, legal foundations, and primary and secondary educational systems of 233 countries. This updated and expanded edition gives users up-to-date coverage of reorganized educational systems and high-interest topics such as technological advances.

Guest Access to Library Resources

The Reference staff can log in visitors who are not affiliated with STU and students without passwords as guests, which gives them access to library resources. Guest privileges do not include printing or remote access.

Reference Services

The mission of the STU Library's Reference Department is to develop the best resources and services available, facilitate and maximize their use to enhance teaching and learning, and teach information seeking skills that support lifelong learning.

The Reference Desk provides assistance upon request to help students meet their research and informational needs, and is staffed by librarians and other information professionals who can help users define and organize their research, find the most appropriate sources, use and cite materials, and receive technical support to complete their coursework.

Library users may also request reference assistance via telephone, by contacting the Reference Desk at 305-628-6668, by e-mailing any of the University's Librarians, or by chat at http://library.stu.edu/chat.

Reference Desk service hours are:

Monday - Thursday: 10 a.m. – 10 p.m.
Friday: 10 a.m. – 5 p.m.
Saturday: 9 a.m. - 5 p.m.
Sunday: 2 p.m. – 10 p.m.

Check the library's website (http://www.stu.edu/library/hours) for schedule changes and updates.

How to find materials in the STU library

The e-Research Page is a portal to the resources that help you locate materials, such as the library's online catalog and subject databases.

The Library's **online catalog** provides a single interface that allows users to search the library's physical and electronic collections.

The initial screen allows for ***basic keyword searching*** of either STU or Libraries Worldwide holdings.
- To search as a phrase (exact words in the order you enter them) use quotation marks.
- For Boolean searches use the following symbols:
  - **+** to indicate AND (all terms must be present in every record)

- o **-** to indicate NOT (eliminates records with the specified term)
- o **|** to indicate OR (at least one of the terms must be present in every record)
- To truncate enter at least 3 letters of the word root, plus:
  - o **#** to indicate one character, e.g. 'fin#' searches for 'find', 'fine', etc.
  - o **?** to indicate multiple characters, e.g. 'fin?' searches for 'find', 'fine', 'fines', 'finding', etc.
  - o ? plus a digit to specify the number of characters, e.g. 'fin$2' searches for words starting with 'fin' followed by up to 2 more letters, such as 'find', 'fine' and 'fines', but not finding
- To limit the search to a specific field enter 2-letter prefixes followed by a colon at the search box, e.g. kw:, au:, ti:, su:, so:

The ***advanced search*** page allows for additional options:
- Fields to be searched: Accession number, author, ISBN, ISSN, journal source, keyword, subject and title. to,
- Format: books (or specifically e-books), articles, etc.
- Date of publication (year or range of years)
- Language
- Content: fiction, non-fiction, thesis, etc.

The results page shows a summary of your search with limits applied (e.g., Search results for **'[kw:"plant biology"](#)' > 'Book'** limited to **St. Thomas University**), the number of records displayed in that page and the total number found.

Results are displayed by library owning the title (STU first) and relevance. The "sort by" drop-down box allows other display options.

At this point you may further refine your search by selecting additional limits from the list on the right, including subject, format and date.

Each entry contains basic bibliographic information about that record; electronic books also display a "**View now**" link for direct access to contents.

Click on the **title link** to view the record's **detailed information**, which includes other links to additional materials by the same author(s) or on the same subject(s).

Books:
- The "**Find a copy in the library**" box shows number of copies, location, availability and call number, so you may find the item.
- The "**Details**" box shows information such as physical description and notes.

Articles:

- Click the **'View now'** box to go directly to the full text or to access the journal.
- Clicking on the title link will direct to information on the availability of the article in print at the library or to the full-text if available online. Print journals, both bound and unbound, are located on the first floor.
- Note: The STU Library is currently in the process of entering information about its journal collection, therefore this information might be only partially accurate at this point.

If any item is unavailable at the STU library, click on the + sign next to "Worldwide libraries own this item" to view other libraries in this area which own it, so that you may request it as an interlibrary loan or check it out with your SEFLIN card (see Circulation section).

Creating a WorldCat account.

Your WorldCat user account allows you to save lists of library materials and download citations for future reference. You do not need to log in to your account to locate or check out materials.

To create your user account, follow these steps:
- Go to http://stulibrary.worldcat.org
- Click on '**WorldCat sign in'**
- Click on the 'Create a free account' link that appears in the orange box above the sign-in area.
- Enter a username and password and accept the Terms of Service to finish creating your account.

Note: The Circulation section of this manual contains instructions on how to create an STU Library account in order to view and renew materials you have checked out and access online resources off-campus.

Creating a WorldCat list and saving citations.

- On your results page, click on the box to the left of the title of each item you want to select, or choose '**Select all'** to save all items on the results page.
- Select one of the options from the '**Save to'** drop down window, including creating a list or adding these titles to one of your existing lists.
- Click '**Save'.**

Creating a bibliography from your list of references.

- Click on the **'Your list'** link to view the list.

- Select the '**Citations**' view tab
- Select the items to cite
- Choose your desired Citation Style from the drop-down menu located below the Citations view tab.
- Select a format to export and save your citations from the '**Export selected references'** drop-down menu.
- Click '**Export**' to save the list
- Select the program you want to open your bibliography (it defaults to Microsoft Word)

Library Applications for Mobile Devices

The University Library offers applications for mobile devices that interface with the Library's catalog and Ebsco databases. Current apps support both Android and Apple platforms, and are available for free. An overview of current library apps, and information on how to download these to your device is available at:
https://www.stu.edu/lib/LibraryServices/MobileApps/tabid/3786/Default.aspx.

Viewing Media in the Library

Students who need to view DVDs, VHS, or other forms of media in the library may use Study Room #3 which has a flat screen television connected to a DVD player, or Study Room #2 which has a 3D flat screen television with a Blu-ray player. There are also two television sets with built-in VHS players in the rear of the Reference area that can be used with headphones. DVDs can also be viewed on the library's computers with headphones.

The library also supports X-Box gaming in Study Room #1 and PS4 in Study Room #3. Controllers and select games are available at the Circulation Desk and may be checked out with a valid St. Thomas University id.

Requesting a Syllabus

The Library will provide copies of syllabi for current or past courses to St. Thomas University faculty, staff, and students upon request, if the requested syllabi have been uploaded onto Blackboard. It is not possible for the Library to provide copies of syllabi that have not been uploaded into the syllabus area of Blackboard.

Using RefWorks

RefWorks is a bibliographic management system that helps users organize their research and produce citations and bibliographies for their papers. The University Library provides RefWorks accounts for all faculty, staff, and students of St. Thomas University. To set

up a free account, click on the RefWorks link on the Library's E-Research page. Tutorials covering all RefWorks basic functions are provided by the database. For additional help using RefWorks and importing data from the Library's catalog and databases, please visit the Reference Desk.

Requesting a Research Appointment

All University librarians are available by appointment to help faculty and students with in-depth research questions. To schedule an appointment, please call or e-mail one of the librarians listed under the Personnel section in this handbook, or consult the list of Library Liaisons to contact the librarian who works with your program.   For further assistance, please call the Reference Desk at 305-628-6668.

Interlibrary Loan Services

The mission of the Interlibrary Loan (ILL) Department at St. Thomas University is to support the efforts of instruction and research of the University by expediting resource sharing with other libraries for the benefit of its patrons. Interlibrary Loan is a free service through which students, staff, faculty and administration may request materials not owned by St. Thomas University Library. The success and timeliness of delivery depend on the response of the lending library, availability and type of material ordered. Books and articles generally arrive within 10-14 days after the request is placed.. If materials are available at a local, participating SEFLIN member library, use of a SEFLIN card is the fastest option to check them out. Please, contact the Circulation Desk (305-628-6667) or Reference Desk (305-628-6668) to inquire about a SEFLIN card.

Placing an Interlibrary Loan Request

An Interlibrary Loan request may be submitted via email or by using the online forms located on the Library's website: http://library.stu.edu/ill. Be sure to provide as much information as possible, in order to increase the likelihood of obtaining the materials. All requests must include an STU email address. Notification of material arrival will be sent by email and or by telephone.

How long can I keep the materials?

Photocopied or emailed articles may be kept, unless otherwise indicated. For books, the due date is indicated on the strap of the book. The return date for books is set by the lending library, not the University Library. The average loan period for books is two weeks. Renewal requests may be made by phone or email (ill@stu.edu) but it is up to the lending library to grant renewals. All materials must be returned to the University Library.

Where do I pick up my materials?

Materials may be picked up at the Circulation Desk during regular library hours. If assistance is required with an ILL, the ILL department may be contacted at 305-628-6671, or via email at ill@stu.edu.

Distance Learning Students

ILL materials for distance learners will be scanned and emailed when possible; otherwise, the materials will be mailed along with a stamped return envelope. Students are responsible for the items until they are physically returned and checked in by the library.

Distance learners may also request similar accommodations for materials owned by the University Library, copyright restrictions permitting.

Late or Lost Materials

Borrowers are responsible for the cost of replacing lost items and overdue charges. ILL materials are the property of the lending institution; therefore, every effort should be made to return materials promptly and in good condition. The cost is determined by the lending library.

Note: The STU Library complies with all Copyright laws concerning Interlibrary Loan and the borrowing and reproduction of materials.

Distance Learning Services

The University supports the learning needs of St. Thomas University's distance students. The Library provides a number of services and resources for remote users:

1. Reference and Research assistance by telephone or e-mail.
   It is recommended that students contact the library liaison for their program (listed in the Library Liaisons section) for support, but calls may also be directed to Reference Desk at 305-628-6668.

2. Access to a wide range of e-books and online resources via the library's online catalog and e-Research page.

3. A Book Delivery Service for circulating books (shipped via USPS), available to students who live at least 100 miles from the University. Materials will be mailed to the student at the media rate and are due back within 30 days, but may be renewed for an

additional 30 days by contacting the Circulation Desk at 305-628-6667. The Library covers the cost of mailing the books to students, but students must pay return shipping.

Return books to:

Attn: Circulation / Distance Education Services, University Library

St. Thomas University

16401 NW 37th Ave.

Miami Gardens, FL 33054.

4. For information on Interlibrary Loan services for distance students, please contact the Interlibrary Loan department at 305-628-6860.

The Library is always open to suggestions for improving services for distance education students, and encourages students to contact Jonathan Roach, Library Administrator, at jroach@stu.edu or 305-628-6627. For more information, visit the library's homepage at http://www.stu.edu/library.

Library Instruction

Faculty

The University Library provides individualized and special group instruction for faculty and their classes upon request. Requests for research instruction should be made at least a week in advance, although exceptions may be made depending upon availability of staff. Faculty requesting research instruction for their students should provide the following:

- The faculty member's name, department, and contact information
- The date and time of the requested instruction
- How many students are in the class
- A description of what the students need to learn, along with the course syllabi and assignment

Please use the link below or e-mail a librarian to schedule a session for your students. We are happy to cover many different subjects to help meet the educational needs of your students. We will even offer evening or weekend sessions as requested and for online classes we will record a session that you can post onto Blackboard.

https://docs.google.com/spreadsheet/viewform?formkey=dFhmaTNsams4dUh3SEJtZ1N2Sk5CcGc6MQ#gid=0

Students

Students may request individual or group research instruction. Students interested in scheduling a research instruction session may contact the Library's Instructional Coordinator, or make arrangements with the librarians at the Library's Reference Desk in person or by calling 305-628-6668.

Library Programs & General Services

Library Liaisons

Each school, college, and terminal degree program at St. Thomas University has an official library liaison. Although anyone can seek help from any library staff member, these individuals are dedicated to meeting the research needs of their assigned school. Feel free to contact your program's liaison with special research needs or questions:

Library Liaisons		
Biscayne College		Larry Treadwell
Doctorate of Education Leadership		Larry Treadwell
Ph.D. in Practical Theology		Jonathan Roach
School of Business		Nine Rose
School of Leadership Studies		Isabel Medina
School of Theology and Ministry		Jonathan Roach
School of Science, Technology, and Engineering Management		Isabel Ezquerra

Dissertation and Thesis Publication Services

The University Library works with candidates from the EDD and PhD programs who have finished their dissertations and been approved by their committees.   All candidates should refer to the "Dissertation Publication Manual" available on the Library's homepage to prepare their dissertation for publication. After the committee has approved the dissertation, candidates should immediately fill out the documentation on the library's homepage under the "Submit your Dissertation or Thesis" link, and upload their dissertation. Each candidate will be assigned a librarian who will work with them to finish the formatting and editing stages for publication.

The University Library also works with Master's level students who are required to develop a master's thesis. Students should follow the guidelines established by their department, as well as those outlined in the University Library's "Thesis Publication Manual," which is available on the Library's homepage. Once approved by the student's thesis committee, the manuscript is assigned to a librarian who will work with the student to complete the editing and formatting process in preparation for publication. Theses are published as part of the university library's ETD program.

For more information regarding dissertation or thesis publication, contact Jonathan Roach at jroach@stu.edu or 305-628-6627.

Scholarly Writers' Group

The Library offers a Scholarly Writers' Group that is open to all EDD and PhD students. The purpose of this program is to support scholarly growth and publication by these students. Students who wish to participate in this group should contact Jonathan Roach at 305-628-6627 or at jroach@stu.edu for more information and to schedule a meeting.

Suggesting an Item for the Library to Purchase

Faculty, students, and staff are encouraged to suggest books and other materials for purchase that will support the learning needs of the University community. Suggestions can be left in the suggestion mailbox by the library exit; given to a reference librarian; or submitted via the Suggestions form on the library website at http://library.stu.edu/forms/acq. Acquisitions will respond to your suggestion and notify you if the item is added to the collection.

Donations of pertinent materials are encouraged. For more information, consult the library's Collection Development Policy, available for review on the University Library's webpage at http://www.stu.edu/library.

*Questions should be directed to the Acquisitions Coordinator, **Isabel Medina** at (305) 628-6769 or imedina@stu.edu*

Library Café

The library café area is located on the first floor of the library, in the library atrium. This area is available for quiet discussion and group gatherings. Students may also drink coffee or eat small meals or snacks in this area—please, remember to dispose of any wrappers or trash!

Students and other visitors can also purchase coffee or tea at the Circulation Desk. The cost is $1 per cup of coffee or tea. A variety of flavors, blends, and decaf options are available for your enjoyment.

Wireless and Wireless Printing

Wireless network access is available throughout the library and outdoor seating area. Visitors can access the wi-fi network by selecting the "STU_WAP" account from the list of available networks on their laptop or mobile device.

Wireless printing is also available. Please contact the Reference Desk or the Office of Information Technology's webpage on Technology Guides.

General Policies

Computer Policy

The St. Thomas University Library provides the University community with general use computers for research purposes and to provide access to Government Documents under the Federal Depository Library Program. Individuals may be required to relinquish their computer terminal during times of high demand if they are using the computer for recreational purposes. Additionally, the Library staff is not responsible for children who are using a computer and, therefore, will not log any child onto a University computer. Users should comply with professional and academic standards, and be considerate of others when using a computer in the Library.

The University Library requires that all computer users follow the Office of Information Technology's Computer Use, Security, and Internet Access Policy, which is available on the University website at http://www.stu.edu/IMG/pdf/3820B0F5.pdf.

Photocopying and Scanning Policy

Photocopies may be made in the University Library at a cost of $.10 per page.

Documents may be scanned and sent to the user's email on the Konica Minolta machine designated for photocopying. There is no charge to students for scanning.

Photocopying Policy

At the beginning of each semester students will be credited with 1,500 pages; double sided copies count as one page.

After students exhaust their free print balance, they have the option to purchase additional pages online in five dollar ($5.00) increments of one hundred (100) pages, at http://www.stu.edu/print. Purchased increments are credited the next business day.

It is the student's responsibility to check their available print credit balance; this can be done at any of the Konica Minolta printers on campus by swiping their Student ID card or by signing in.

At the end of each semester all print credits will be set to zero and new print credits will be issued at the beginning of the semester. There are no refunds, carryovers or transfers for unused credits, including purchased credits.

For additional information, consult:
http://www.stu.edu/PrintingPortal/tabid/3384/Default.aspx

All print jobs are sent to a central printing queue and only after the user is authenticated at the printing station are the print jobs released and printed. Students can authenticate and pick-up their print jobs using their student ID card (or by typing their username and password) at any of the available printers located in the University Library and the Law School Library.

Students using their own **notebooks** **on campus** must perform a one-time software installation before printing. Please visit http://www.stu.edu/print for instructions and additional information.

If you need technical assistance, please contact OIT via email at helpdesk@stu.edu or by calling the OIT Help Desk at (305) 628-6610.

For information on copyright law, see page 59 of this handbook.

Study Room Policy

Two study rooms are available for group study. Rooms can be reserved on a first come, first served basis for a period of 2 hours. Due to high demand, study rooms are not be reserved in advance. Students may not renew the room if other students are waiting to reserve it.

Group study rooms are available for STU student use, but may be reserved in advance by faculty members for class use with prior approval from the library administrator. Visit the

Circulation desk to reserve study rooms. Please see the posted policy at the Circulation Desk for more information.

A third room is available for students who need to watch a video. This room is open and need not be reserved.

Cell Phone & Other Media Device Policy

The Library requires that all cell phones and mobile devices be silenced in the research area of the Library. The first and second levels of the atrium may be used to make calls, but users should keep the noise level to a minimum. All individuals having conversations or using their devices in a non-silenced mode will be required to leave the research areas.

Children's Policy

The University Library is not designed for minor children. Children may cause distraction for the faculty, staff, and students who are working and studying in the library, and library staff may not and will not watch, supervise, or care for any minor. Children who are not accompanied by an adult who is responsible for the child will be reported to security. The University will attempt to accommodate St. Thomas University students with children, but they must follow faculty and staff directions. Children who are accompanied by an adult may not be allowed to be logged into a computer, and library faculty and staff may require adults with children to check out a study room (if one is available) to reduce the distraction of others. Adults with children who cause a distraction will be asked and required to leave the library building.

- No unaccompanied children are allowed in the Library

- Adults with children who are causing a distraction may be required to leave

- Children should not be logged into University's computers

Code of Library Conduct Policy

The Library expects all users to follow the policies in this manual, as well as the *Code of Conduct* published in the Student Handbook. Failure to do so may result in that person being removed from the library by Security.

In addition:

- The use of loud, abusive, or profane language against fellow library users, faculty, or staff will result in Security being called to remove that person from the Library.
- Bicycles, skates, and skateboards are not allowed in the Library.

- Theft or vandalism of library materials or property may result in criminal charges and the user being banned from using the Library.
- People may only enter and leave the Library through the front doors of the buildings.
- No animals are permitted in the library, except for animals that provide assistance to people with disabilities.
- Music or audio cannot be played in the library, except through headphones and in study rooms that cannot be heard by other people.

Other issues, including lack of proper attire or hygiene, may result in the patron being asked to leave the building or security being called.

Lost Items and Overdue Items Policy

Library fines are accrued at the rate of $ 0.25 cents per day/per item, for a maximum fee of $10.00 per late item. Library users are required to pay for overdue fines and fees even if the item is returned.

Lost item fines are based on the replacement cost of the item, as well as a processing fee of $15.00 per lost item. Lost items that are not paid for will result in a hold being placed on the student's transcripts.

Course reserve (2 hour loan) items accrue fines at the rate of$0.25 per hour overdue.

Security

Patrons may not enter the library before opening hours, or through any of the side (Convocation Hall entrance) or back doors. Please, use the main library entrance only.

Patrons may not remain in the library after closing hours and will be asked to leave at ten minutes before closing.

Library items are protected with an electronic, anti-theft device that is detected by the security gate. Items that have not been checked out or discharged properly will activate the alarm system and patrons will be asked to visit the Circulation desk to resolve the matter.

The Library is not responsible for the loss of personal items in the Library.

Copyright Information

The library complies with the U.S. Copyright Law, which governs the borrowing and use of photocopies and other reproductions of copyrighted materials. All students, faculty and staff must comply with copyright laws, which in general require that no copyrighted materials be reproduced or distributed without written permission of the copyright holder. The library provides notice of copyright law in plain view near all copying equipment.

The principles of "Fair Use" U.S. Code Title 17, Section 107 are intended for educational purposes only. Faculty may make items available for reserve and use for students. Students may make copies of materials for personal use, including homework and research assignments. Instructors may make materials available for student use by placing them on reserve in the library; however, faculty may not create assignments that *require* students to make copies.

Materials must be cited in order to avoid plagiarism. General examples of limited portions of published materials that might be used in the classroom under fair use for a limited period of time, as discussed by the U.S. Copyright Office include:

- A chapter from a book (never the entire book).
- An article from a periodical or newspaper.
- A short story, essay, or poem. One work is the norm, whether it comes from an individual work or an anthology.
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

What should be avoided:

- Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
- Copying and using the same work from semester to semester.
- Copying and using the same material for several different courses at the same or different institutions.
- Copying more than nine separate times in a single semester