

BiblioTech

A Publication of the Gumberg Library



1998 Orientation Issue

Welcome New Students

As Director of the Gumberg Library, and on behalf of the entire Library staff, I would like to take this opportunity to welcome you to Duquesne University. We believe that the Gumberg Library plays an integral part in the education of students on the campus and we look forward to serving you in a variety of capacities. The Library works closely with faculty in order to provide you with the needed resources for your research and to complete many of the assignments required for your courses.

We felt a desire to communicate directly to our new students before all the assignments and tests start! It is our way of preparing you to use the Library to your benefit. In order to do this, we have designed a special orientation issue of our newsletter with the purpose of introducing to you the Library services that are available for DU students. It is a starting point for answering your questions in a more informal manner and also clarifying those Library policies that are important for you to know. We encourage you to avail yourself of other sources of



information about the Library such as the homepage, user guides, and the virtual tour.

The Gumberg Library is part of a larger urban com-

*Dr. Paul J. Pugliese,
University Librarian*

munity setting, which includes several college campuses in close proximity. We have special arrangements for borrowing from these other institutions; however, we encourage you to make the Gumberg Library your first step in the process of gathering information. Our Library staff is willing to guide you to resources and suggest possible alternative avenues for finding the information that will be most helpful to you.

Libraries are very much a dynamic environment these days. At the Gumberg Library, we are constantly trying to balance the needs of students and the demands of technology. Our goal is to provide access to electronic information 24 hours a day, 7 days a week locally and remotely. Access to full-text information has become a priority in selecting electronic resources for the Library; however, we still maintain subscriptions to journals in print format. It is the intent of the Library to keep current with the new trends in information and technology and to make decisions that best meet the needs of the Duquesne campus community.

Again, let me welcome you and encourage you to take advantage of all the services we provide at the Library. Our staff is here to assist you and make your Library experience a positive one. May I suggest that you take the time to read this issue of the newsletter cover-to-cover since it provides a wealth of information. We have tried to address some of the more frequently asked questions in a user-friendly manner but if you have additional questions, please feel free to ask our staff.

We look forward to seeing you in the Library and contributing to your rich and rewarding educational experience at Duquesne University. WELCOME.



A student studies on the 4th floor.

Q: Can I use the Internet in the Library?

A: The computers in the Library's reference areas are intended for student and faculty research. You are welcome to use the Internet in the Library to complete your research. However, the computers in the reference area cannot be used for e-mail or chat groups. Students who would like to use the Internet for these purposes should use a CTS computer lab or their own computers.

Q: Can I type a paper in the Library?

A: Not at present. However, plans are under way for installing a Library lab that would make word processing available. Word processing software is available in all CTS labs on campus.

Q: Where can I find dictionaries, encyclopedias, style manuals, and other reference books?

A: The Library literally has hundreds of dictionaries, encyclopedias, thesauruses, and other types of reference books. The newest and most frequently used ones are available on the Library's 4th floor. Some of them are kept in the Reference area shelves and others are kept at the Reference and Reserve desks. Just ask a reference librarian to guide you to these heavily used resources.

DuCat: Gumberg Library's Online Catalog

DuCat is the main source for information about the materials owned by the Gumberg Library and is the electronic equivalent of the card catalog. DuCat indexes books, journals, recordings and other materials and provides library locations and call numbers. You can search DuCat by author, title, subject, or keyword.

Duquesne students, faculty, and staff can access DuCat remotely via the Web, telnet, or dial access. For complete access directions, please see the user guides in the Library or on the homepage.

Location Guide

Book Drop	4
Campus Telephone	4
Change Machine	4
Emergency Telephones	1,2,3,5
Microfilm/Microfiche	5
Microfilm Reader/Printers	5
Pencil Sharpener	4
Public Access Computers	4
Photocopiers	4,5
VCRs	5
Virtual Cash Machines	4

*Faces
To
Remember*



Diana Sasso



Melodie Thoms



Carmel Yurochko



Michele Adams

Paul Demilio



David Nolfi



Diana Sasso

*Director of Information
Services Division*

Manages public service areas of the Library including Circulation, Periodicals, and Reference.

Melodie Thoms

*Director, Collection
Development/Preservation*

Oversees the selection and ordering of books, journals, software, and other materials for the Library.

Carmel Yurochko

Head of Periodicals

Oversees the operations and staff of the 5th floor.

Michele Adams

Head of Circulation

Oversees the operations and staff of the Circulation Desk and Reserve Room.

Paul Demilio

*University Archivist
and Curator of the
Musmanno Collection*

Manages the University's collection of historical documents, memorabilia, and other important records.

David Nolfi

Health Sciences Librarian

Liaison to faculty and students in the Schools of Health Sciences, Nursing, and Pharmacy.

Librarian Liaisons to Duquesne University Schools and Departments

Librarian liaisons are available to work with faculty and students for each of the University's schools and departments. These professionals are your representatives within the Library. You will probably have the opportunity to meet many of them because they work at the Reference Desk, teach library instruction sessions, and meet with students.

If you have a question in regard to how the Library services available for your school or department, please first contact the Reference Desk at 412-396-6133.

McAnulty College of Liberal Arts

Classics	Kitsa Lipecky
Communications	Kitsa Lipecky
Computer Science	Carolyn Cunningham
English	Kitsa Lipecky
Fine Arts	Melodie Thoms
History	Victoria Hartung
Mathematics	Carolyn Cunningham
Modern Languages	Diana Sasso
Philosophy	Pat O'Kane
Political Science	Tracie Mineo
Psychology	Pat O'Kane
Social & Public Policy	Tracie Mineo
Sociology	Diana Sasso
Theology	Pat O'Kane
Bayer School of Natural and Environmental Sciences	Barbara Adams
Mylan School of Pharmacy	David Nolfi
Palumbo School of Business Administration	Carolyn Cunningham
Rangos School of Health Science	David Nolfi
School of Education	Dorothy Coleman
School of Music	Melodie Thoms
School of Nursing	David Nolfi

Gumberg Library's Electronic Resources

The Gumberg Library has an extensive collection of electronic resources available for a wide variety of subjects including, but not limited to:

Biological Sciences	History
Business	Literature
Chemistry	Music
Communication	Philosophy & Religion
Education	Reference Tools
General Research	Social Sciences
Health Sciences	

These resources include electronic indexes to periodicals, full-text journals, and encyclopedias. All electronic resources are available in the Library and many are available remotely via the Internet.

See the Gumberg Library homepage for more information on the databases available and how to access them.

ICPSR

The Inter-university Consortium for Political and Social Research (ICPSR), located within the Institute for Social Research at the University of Michigan, is a member-based, not-for-profit organization serving member colleges and universities in the United States and abroad. ICPSR provides: access to an archive of computerized data; training facilities for the study of quantitative social analysis techniques; resources for using advanced computer technologies. Duquesne University members can order data sets from the ICPSR data archive or find out more information by contacting Melanie Maurer at: mm@main.library.duq.edu.



A student utilizes the reference materials on the 4th floor.

Library Instruction

Duquesne students have a variety of opportunities to receive instruction on doing research, using the Library, and utilizing information resources:

Virtual Tour

A "tour" of the Library is available on the homepage. It is a visual guide to the Library that includes pictures, floor maps, and additional information to help you get acquainted with the Library.

Fall Semester Instruction Sessions

The Library will offer basic instruction sessions for new students in the first few weeks of the Fall Semester. Schedules will be available on the homepage.

Course-Related Instruction

Many Duquesne courses require extensive use of the Library. Instructors often request an in-class library instruction session for students in these classes. These sessions typically focus on more specialized information resources and research techniques.

Individualized Instruction

Not all questions can be answered in a classroom format. If you have individual questions or research interests, reference librarians are available to assist you any time the Library is open.

Pilot Course

The Library and the Math/Computer Science Department are jointly offering a pilot course called "Computer and Information Literacy" in the Fall 1998 Semester. This course will focus on basic computing skills and on the research skills all freshmen need. If you are not already enrolled in this course, you might be interested in taking it to improve your computer, library, and research skills. See your adviser for more information.

Reference Services

The primary function of the Reference Department is to help students make the most effective use of the Library's resources. Librarians will assist you in locating information through the DuCat and online databases as well as indexes, dictionaries, subject bibliographies, and guides to the literature. They can also provide general information and suggest appropriate information sources for given topics.

Whenever the Library is open, you will find a librarian at the Reference Desk on the 4th floor, or you can call 412-396-6133 for assistance over the phone. To ask questions via e-mail, use ASKREF@duq.edu.

The Library guarantees a 48-hour turnaround time for answers to your questions.

Student Materials Request Form

Read any good books lately? If you discover a book that you believe would be an excellent addition to the Library's collection, you can fill out a Student Materials Request Form at the 4th floor Reference Desk and leave it in the request box. Please consider adding your reason for requesting this particular title. We welcome your suggestions!

DUQUESNE UNIVERSITY GUMBERG LIBRARY STUDENT MATERIALS REQUEST FORM

Bibliographic Information of Material Requested:

Book Journal CD Video

Author/Editor (Surname first) _____

Title _____

Publication Date: _____ Price: _____

Reason for request: _____

Thank you for your assistance.

Borrowing From Other Libraries

Sometimes you may need to use another library's resources. Duquesne and many other colleges and universities belong to an organization called PALINET which allows reciprocal borrowing. To borrow from another academic library, request a borrowing form at the 4th floor Reference Desk. You will need the form plus your DU card when you go to another library. Special borrowing arrangements have been made with the Pittsburgh Theological Seminary, Geneva College, the Brady Library at Mercy Hospital, and selected University of Pittsburgh Libraries.

Interlibrary Loan

Students may not always be able to borrow from other libraries in person. In that case, the interlibrary loan process is a valuable alternative. Interlibrary loan allows you to borrow materials from any participating library within the United States and abroad. To request an interlibrary loan, complete the book or photocopy loan forms at the 4th floor Reference Desk. The entire process usually requires a 10-14 day waiting period. Books will be obtained at no cost. Photocopies of articles usually cost \$3 to \$5.

Gumberg Library Website

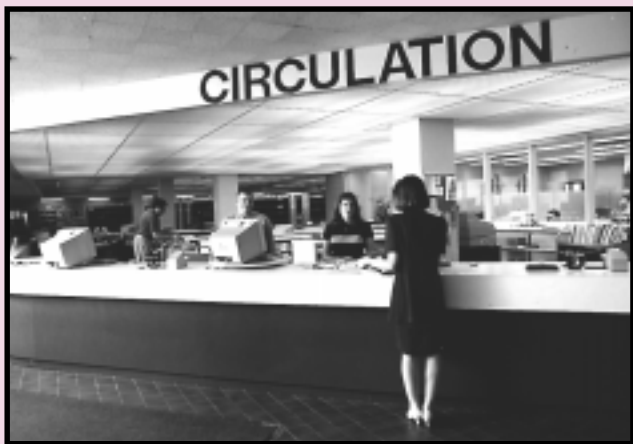
We strongly encourage students to surf the Gumberg Library Website. The homepage contains additional information on all Library policies and procedures. It also contains links to electronic resources, useful web pages, Duquesne University course information,

and Library contact information. Try it today and let us know what you think:

www.duq.edu/library

Student Employment Opportunity

The Library is one of the largest employers of students on campus. Students have the opportunity to work days, evenings, and weekends during the Fall, Spring, and Summer semesters. Qualified students with work-study clearance should apply at Human Resources. The Library provides student employment in all departments including Circulation, Periodicals, Cataloging, Acquisitions and Reference—depending on current vacancies. A limited number of part-time positions are available to students not eligible for work-study positions.



Students working at the Circulation Desk.

Library Policies

The Library is a smoke-free building.

Eating and drinking are not permitted in the Library. Residue from food and drink attract insects and rodents, which destroy books.

The Gumberg Library staff encourages students to be considerate of other students' need for a quiet place to study. We appreciate your effort to maintain this atmosphere of respect and cooperation.

The Library is not responsible for lost or stolen items. Please do not leave personal belongings of value unattended while studying in the Library. The Library has a Lost and Found located at the Circulation Desk.

Important Information for Students with Special Needs

Students with special needs can request assistance from Library staff. If you need help, you should make an appointment 24 hours in advance whenever possible.

Services Available

Research assistance

Librarians are available by appointment to assist you with special needs in conducting library research. To make an appointment call Angela Fleming at 412-396-5346.

Assistance in accessing library materials

If you need assistance accessing books and other materials on the shelves contact the Circulation Desk in person or by calling 412-396-6130. The books you need will be retrieved from the stacks and held at the Circulation Desk for seven days.

Assistance in making photocopies

Staff will help you use the photocopiers and microfilm reader/printers upon your request.

Equipment available to students with blindness or visual impairments

A Kurzweil reader is available in the Periodicals Department on the 5th floor. The reader scans pages and reads to you. If you supply a tape, you can record the material being read. Staff is available to assist students in learning to operate the Kurzweil reader. You are welcome to use the Kurzweil reader on a drop-in basis, however, to ensure its availability you should reserve it in advance by calling the Periodicals Department at 412-396-6127.

Gumberg Library Newsletter Committee

Tracie Mineo *Assistant Editor* **David Nolfi** *Assistant Editor* **Melodie Thoms** *Editor*



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