

BiblioTech

A Publication of the Gumberg Library



1999/2000 Orientation Issue

Welcome New Students and Faculty

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 process on the campus and we look forward to serving you in a variety of capacities.

We felt a desire to communicate directly to new students and faculty before the semester begins in order to prepare you to use the Library to your benefit. We have designed a special orientation issue of our newsletter with the purpose of introducing to you the Library services that are available to you. It is a starting point for answering your questions in an 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 community setting, which includes several college campuses in close proximity. We have special arrangements for borrowing from

*Dr. Paul J. Pugliese,
University Librarian*

these other institutions. We encourage you however 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 the campus community 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. 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 experience at Duquesne University. WELCOME.





DuCat: Gumberg Library's Online Catalog

DuCat is the main source for information about materials owned by the Gumberg Library and is the electronic equivalent of the card catalog. DuCat indexes books, journals, sound 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 or telnet <main.library.duq.edu>. For complete access directions, please see the user guides in the Library or on the homepage.

Location Guide

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

Q: I can't find a book that the computer shows is in the Library's collection. How do I get it?

A: You can place a request at the Circulation Desk for a book or you can do this online by following the instructions in DuCat. If the book has been borrowed for at least four weeks, it can be recalled for you. You will be notified by phone or mail when the item is available. Materials will be held for you at the Circulation Desk for one week.

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 titles are available on the Library's 4th floor. Some of them are kept in the Reference area and others are kept at the Reference and Reserve desks. Just ask a Reference Librarian to guide you to these heavily used resources.

Q: Where can I find journals, newspapers, and other periodicals?

A: Periodicals are shelved on the 5th floor in alphabetical order by title. Newspapers and current periodicals are also kept on the 5th floor, but they are shelved separately due to high use. Many periodicals are available in electronic format. You can use them from the Library's public access computers or from the Internet. *See the article on PASS for more information on Internet access to the Library.*

Q: What is Virtual Cash?

A: It is a system that allows you to put money on your Duquesne ID or on a Virtual Cash card (which costs \$1 plus cash value added). You can encode either your ID or the Virtual Cash card with any amount up to \$20 (no coins).



Q: What does it cost to make photocopies?

A: If you pay cash, photocopying is ten cents per page. The charge per page is only seven cents if you use Virtual Cash. Prices are subject to change.

Q: How can I print documents or save to disk at the Library?

A: Three high-quality laser printers are available within the public access computers on the 4th floor. Currently the cost to print is five cents per page and you must use Virtual Cash. In order to download documents (save to disk), you must bring your own disk to the Library and then you can print wherever you wish. Also, some databases allow you to e-mail search results to yourself.

Q: Can I use the Internet in the Library?

A: The computers in the Library's Reference area 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: You can use Microsoft Word in the Library's 4th floor Electronic Classroom when the room is not in use. Word processing software is also available in all CTS labs on campus.

Q: The living/learning centers are too noisy. Where can I find a quiet study area?

A: The Library has quiet study areas available on the 1st, 2nd, 3rd, and 5th floors.

Q: We are working on a group project. Where can we meet?

A: Although there are no official group study areas in the Library, small groups can work together on the 4th floor providing they do not disturb others.



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



Carmel Yurochko

Head of Periodicals

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Oversees the operations and staff of the 5th floor.

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 some of them because they work at the Reference Desk, teach library instruction sessions, and meet with students. We encourage you to introduce yourself to your liaison so they can better serve you and understand your needs.

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Theology

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Modern Languages

Sociology

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School of Music

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

If you have a question concerning collection development issues relating to your department please contact Melodie Thoms at 412-396-5231.

Gumberg Library Website

We strongly encourage faculty and students to visit the Gumberg Library Website. The homepage contains additional information on all Library policies and procedures. It



also contains links to electronic resources, PASS, useful web pages, Duquesne University course information, and Library contact information. Try it today and let us know what you think:

<http://www.duq.edu/library>

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. For more information contact Diana Sasso at 412-396-5346.

Library Instruction Opportunities

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 that includes pictures and additional information to help acquaint you with the Library

Computer and Information

Literacy Course

Computer and Information Literacy is a one-credit course required for all freshmen. It’s designed to give you the fundamental computer and information skills you will need to succeed at Duquesne University regardless of your major.

If you have any questions about the course, ask your advisor or visit the Library homepage at <<http://www.duq.edu/library>> for more information.

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 – just stop at the Reference Desk, call 412-396-6133, or send e-mail to AskRef@duq.edu. If you require more in-depth assistance, call Angela Fleming at 412-396-5346 to schedule an appointment.



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

Reference Services

The primary function of the Reference Department is to help you make the most effective use of the Library and other information resources. Reference Librarians will assist you in locating information through DuCat, CD-ROM databases, the Internet, and other resources.

You can find the Reference Librarians at the Reference Desk on the 4th floor any time the Library is open, or you can call 412-396-6133 for assistance over the phone. To ask questions via e-mail, use AskRef@duq.edu.

Borrowing from Other Libraries

You may borrow books from selected local libraries throughout the semester. To borrow from a participating library, you must first obtain a form at the Gumberg Library Reference Desk. You will need this form and your Duquesne ID when you go to another library.

Participating libraries include: selected University of Pittsburgh libraries, Carnegie Mellon University, the Pittsburgh Theological Seminary, Robert Morris College, Geneva College, the Brady Library at Mercy Hospital, the St. Francis Health System Library, and others.

Call the Reference Desk at 412-396-6133 for more information about policies, procedures, and participating libraries.

PASS: Internet Access to the Gumberg Library

PASS (Password Access Software System) allows Duquesne researchers to use many of the Library's databases from any computer with access to the Internet and a Web browser. In other words, PASS provides access to Library databases from virtually anywhere in the world! In order to use PASS, you

must first download and install a plugin for your Web browser. Complete instructions are available on the Library's homepage in the Electronic Resources section <<http://www.duq.edu/library/eleres.htm>>.

Interlibrary Loan

Occasionally, you might need a book or journal not available in the Pittsburgh area. In that case, Interlibrary Loan allows you to borrow materials from any participating library in the United States or abroad. Request forms for books and journal articles are available on the Gumberg Library website or at the Reference Desk. The entire process usually takes 10-14 days. Books will be obtained at no cost to you, journal articles usually cost between \$3 and \$5 each.

Purchase Recommendation 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 Purchase Recommendation Form available on the Library homepage or at the 4th floor Reference Desk. It helps us when you add your reason for requesting a particular title. We welcome your suggestions!

Gumberg Library @ DUQUESNE UNIVERSITY

Purchase Recommendation

Author/ Editor _____

Title _____

Other Information (ISBN, volume, edition, year, Publisher) *If available:* _____

Why do you think we need this in the collection? _____

Name (Optional) _____

Phone or E-mail address _____

Thank you for your support of the Gumberg Library! Each request will be given consideration based on content and received need.

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 at least 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 three 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

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Melodie Thomas, Editor • David Nolfi, Assistant Editor*

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