

# WELCOME STUDENTS!

## LIBRARY RESOURCE GUIDE

## Leatherby Libraries

### Your Portal to a World of Information

### RESEARCH HELP

#### About Your Librarians

Librarians are here to assist you with your research and help you be successful college students. Every librarian at the Leatherby Libraries has a master's degree in library science. Many librarians also hold a second advanced degree in another subject area.

#### Research Assistance

Librarians are available for in-person research assistance at the Reference Desk on the 1st floor. (Check the library's website for reference hours.) Librarians are also available for individual research consultations when you need in-depth help with your research. Call (714) 532-7714, stop by the Reference Desk, or e-mail us at [libweb@chapman.edu](mailto:libweb@chapman.edu) to schedule an appointment.

#### Research & Subject Guides

Online research guides by subject are available on the library's website (Select Research/Subject Guides under Research). These guides point to resources to help you on assignments for almost any class.

#### Research & Article Databases

Access approximately 140 online databases by title or subject through the library's website. Many of these subscription resources provide you with full-text articles that are not freely accessible through Google and other search engines.

#### Interlibrary Loan

If the library does not have a book or article you need, we can get it for you from another library through ILLIAD, our electronic interlibrary loan system! Please visit the library's website for more information on how to request materials from other libraries, set up an account, or obtain general ILLIAD policies (Select Interlibrary Loan under Services). You may also stop by the Interlibrary Loan department on the 1st floor with any questions Monday-Friday 8:00am-5:00pm.

### BOOKS & PERIODICALS

#### Library Catalog

The online library catalog is the place to go for finding books. The library catalog is the first search box directly under Start Your Search on the homepage of the library's website.

#### Circulating, Reference, & Electronic Books

The majority of books that may be checked out of the library are located on the 2nd and 3rd floors. Students may check out a maximum of 50 items at one time. The check-out period is 4 weeks with a maximum of 2 renewals. Reference Books (library use only) are located on the 1st floor behind the Reference Desk. The library also has several online full-text e-book collections.

#### Current Bestsellers & Graphic Novels

The McNaughton Collection of current bestsellers is located on the 1st floor. The check-out period is 2 weeks with a maximum of 2 renewals. A collection of graphic novels is located on the 1st floor. The check-out period is 4 weeks with a maximum of 2 renewals.

#### Periodicals (Journals, Newspapers, & Magazines)

Use the Journal Finder on the homepage of the library's website to find out if the library has a particular periodical. The library has a substantial collection of online and print scholarly journals and a wealth of online full-text newspapers, including current and historic newspapers dating back to 1800.

### AUDIO VISUAL MATERIALS

#### DVDs, CDs, & Tapes

Use the online library catalog to search for DVDs, CDs & tapes. The check-out period for audio/visual items is 7 days with a maximum of 2 renewals. A large collection of contemporary and classic feature films and television shows is located in the John and Donna Crean Library of Film and Television on the 3rd floor.

## EQUIPMENT

### Computers & Wireless Access

The library is a wireless environment with access available throughout the building. There are 70 computers with Internet access and Microsoft Office software (Word, Excel, and PowerPoint) available for student use on the 1st, 2nd, and 3rd floors. An additional 58 computers are available in the basement general use lab (B11).

### Help Desk

A walk-up Help Desk for computer technical support is located in the basement. Telephone support is available at (714) 997-6600. E-mail support is available at [helpdesk@chapman.edu](mailto:helpdesk@chapman.edu)

### Printing & Scanning

Printing is available in the library. To print from any computer, you must have print credits. Printing fees are \$.05 per page. The fee is automatically debited from your print account. (Each fall and spring semester, undergraduate students are provided a balance of \$12.50 or 250 sheets.) Additional print credits can be purchased using your declining balance account. All print credit issues are handled by the computer Help Desk in the library basement. The library provides 2 scanners on the 1st floor and 1 scanner in Education Media Room 311 on the 3rd floor. A specialized digital microfilm and microfiche scanner is also available on the 1st floor.

### Fax

Fax service is available at the 1st floor Circulation Desk. Faxing is limited to the continental U.S. All fax service fees are paid using your declining balance. Fees are \$1.00 per outgoing page and \$.50 per incoming page. A received fax will be held for 3 days.

### Declining Balance Charging Station & Change Machine

A declining balance charging station is located on the 1st floor. With your University ID card, you can add cash to your declining balance account. The available balance can be used to purchase additional print credits and pay for library fines, fax services, and photocopies. A change machine is also located on the 1st floor. The machine will accept \$1, \$5, and \$10 bills. It dispenses quarters.

## EQUIPMENT continued

### Photocopiers & Microform Readers/Printers

Photocopiers are located in the copy alcoves on the 1st, 2nd, and 3rd floors. The 2nd and 3rd floor photocopiers have double-sided capabilities using the automatic paper feeder. Fees for photocopies are \$.10 per copy. Payment for photocopies can be made using coin, bills, or your declining balance. Microform readers/printers are located in the copy alcoves on the 1st and 3rd floors. Fees are \$.10 per printed page. These machines only accept dimes.

## SPACES

### Multi-media Rooms

There are 6 multi-media rooms located on the 2nd and 3rd floors. Two of the rooms are available on a first-come, first-served basis. The remaining 4 are available for booking up to 7 days in advance. Room keys are checked out at the Circulation Desk. The rooms provide plasma viewing screens and other audio/visual equipment.

### Group Study Rooms

There are 15 group study rooms located throughout the library on the 1st, 2nd, and 3rd floors.

### 24-Hour Study

The Rotunda on the 1st floor is available for 24-hour study Monday opening through Friday closing during the fall and spring semesters. (Hours subject to change and staff availability.)

### Coffee & Vending

Vending machines with drinks and food snacks are available in the Lewis Family Lounge across from the Reference Desk on the 1st floor. Café service with coffee and espresso drinks is available from 8 pm-midnight Monday-Thursday during the fall and spring semesters in the 1st floor Rotunda. (Hours subject to change and staff availability.) Food and drink are permitted in the 1st floor Rotunda and Lewis Family Lounge, including the lounge's 2 study group rooms, but not in other areas of the library.