Welcome New Students and Faculty

We have designed a special orientation issue of the newsletter with the purpose of introducing Duquesne University students and faculty to the services available in the Gumberg Library. It is a starting point for answering your questions in a more informal manner and also for clarifying important Library policies.

We believe that the Gumberg Library plays an integral part in the education of students on the campus. The Library staff works closely with faculty to provide the necessary resources for research and course assignments.

At the Gumberg Library, we are constantly trying to balance the needs of Duquesne University researchers and the demands of technology. Our goal is to provide local and remote access to electronic information 24 hours a day, 7 days a week. Access to full text information has become a priority in selecting electronic resources for the Library. Duquesne University researchers can utilize the Library's more than 150 databases and 3,500 electronic journals, magazines and newspapers. The Library intends to keep current with new trends in information and technology and to make decisions that best meet the needs of the Duquesne campus community.

The Gumberg Library is part of a larger urban community setting which includes several college campuses in close proximity. Even though there are special borrowing arrangements with these other local campuses, the Gumberg Library should be your first step in the process of gathering information. Library staff can suggest possible alternative avenues for finding the information and resources that will be most helpful.

Our staff is here to assist you and to make your Library experience a positive one. Take the time to read this issue of the newsletter cover-to-cover since it provides a wealth of information. We look forward to seeing you in the Library and contributing to your rich and rewarding educational experience at Duquesne University.

WELCOME.
FAQs: Frequently Asked Questions

Q: How do I borrow books?

A: In order to check out books or other Library materials, you need to present a current Duquesne ID at the Circulation Desk on the 4th Floor. Undergraduates may check out a total of 25 books for four weeks. Graduate students and faculty can borrow a larger number of books for longer periods of time. In order to borrow, your Library account must be in good standing with no overdue books or fines of $2.00 or more.

Q: How can I renew books that I borrowed?

A: You may renew books at the Circulation Desk or by phone at 412-396-6130. You may also renew books through the “My Account” option in DuCat as long as they are not overdue.

Q: My professor gave me a reading assignment and says it is on “Reserve.” Where can I find it?

A: Faculty members place items on reserve at the Circulation Desk. You may check them out with your Duquesne ID. Most items circulate in-house for two hours. Some items circulate outside the Library, generally for one day, three days, or one week. Ask at the Circulation Desk for more information.

The Library is introducing eRes (an electronic reserve system) this academic year. Once operational, eRes will allow you to access reserve copies of journal articles from any computer connected to the Internet. Watch for an announcement.
DuCat: Gumberg Library’s Online Catalog

DuCat is the main source of information about materials owned by the Gumberg Library. DuCat provides holdings information such as location and call number for books, journals, and audiovisual materials. It also provides convenient links to the Library’s full text electronic journals. You can search DuCat by author, title, subject, or keyword.

Duquesne students, faculty, and staff can access DuCat remotely via the Gumberg Library website <www.library.duq.edu>. For more information about DuCat, contact the Reference Department or see the Help section on DuCat’s main menu.

Location Guide

Audio Equipment ................................ 5
Book Drop ........................................ 4
Campus Telephones ............................ 4
Change Machines .............................. 4
Electronic Classroom ........................ 4
Emergency Telephones .......... 1,2,3,5
Microfilm/Microfiche .................... 5
Microfilm Reader/Printers ............ 5
Pencil Sharpeners ....................... 1, 4
Public Access Computers .............. 4
Photocopiers .............................. 4,5
VCRs ............................................. 5
Virtual Cash Machines ................. 4

Q: I forgot to return my books on time. What will it cost me?
A: Fines are 20 cents a day per item for materials from the general collection. For faculty reserve items, fines are 50 cents per hour for in-house use past the 2-hour limit and $1.00 a day for books and articles that circulate outside the building. The Library sends one overdue notice as a courtesy, but it is your responsibility to know when books are due and to return them on time.

Q: How do I use my Library Account and PIN?
A: You can access your account through DuCat’s “My Account” feature. Using your ID number and PIN allows you to request books, renew books, and review the status of your account.

Q: I can’t find a book that DuCat shows to be available in the Library’s collection. What should I do?
A: Stop by the Circulation Desk and ask for assistance. Staff may be able to locate it for you. If the book is checked out you may request it using DuCat. Books that are checked out can be recalled after four weeks.

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 stacks and others are kept at the Reference and Reserve desks. Just ask a reference librarian to guide you to these heavily used resources. More FAQs on Page 4
Diana Sasso
Director of Information Services Division
412-396-5680
sasso@library.duq.edu

“On behalf of the Information Services Division, I would like to welcome you to Duquesne. The reference librarians and I look forward to assisting you with your research needs.”

Michele Adams
Head of Circulation/Periodicals
412-396-6135
adams1@library.duq.edu

“My staff and I are here to facilitate your access to the Library’s resources. We welcome you to Duquesne!”

Q: Where can I find journals, newspapers, and other periodicals?
A: The Library has thousands of electronic journals, which are available through the Gumberg Library website. Print versions of 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.

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 $1.00 plus cash value added). You can encode either your ID or the virtual cash card with any amount up to $50.00 (no coins).

Q: What will it cost me 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.

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 computer area on the 4th Floor. 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 email search results to yourself.

Q: Can I use word processing in the Library for my class papers and other projects?
A: You can use Microsoft Office software in the Library’s 4th Floor Electronic Classroom. When the classroom is unavailable, you may use any CTS computer lab on campus.

Q: Can I use the Internet in the Library?
A: The computers in the Library are intended for student and faculty research. You are welcome to use the Internet for that purpose. Students who wish to send and receive email messages should use the 4th Floor Electronic Classroom in the Library, any CTS computer lab on campus, or their own computers.

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 without disturbing others.
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. We encourage you to introduce yourself to your liaison so they can understand your needs and better serve you.

Barbara Adams  
Bayer School of Natural & Environmental Sciences  
412-396-5345  
adams@library.duq.edu

Tina Benedek  
School of Education  
412-396-5342  
benedek@library.duq.edu

Katie Fowler  
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Palumbo School of Business Administration

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History  
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okane@library.duq.edu

Philosophy  

Psychology

Diana Sasso  
Modern Languages  
412-396-5680  
sasso@library.duq.edu

Sociology

Melodie Thombs  
Fine Arts  
412-396-5231  
thoms@library.duq.edu

Mary Pappert School of Music

If you have questions regarding Library services for your school or department, please contact the Reference Department at 412-396-6133.

For questions concerning collection development please contact Melodie Thombs at 412-396-5231.
Library Instruction Opportunities

The Gumberg Library provides students with a variety of opportunities to receive instruction on research methods, using the Library, and utilizing information resources:

Research and Information Skills Lab (COSC 030)

COSC 030 is a required one-credit course for 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 website at <www.library.duq.edu/cosc030> for more information.

Course-Related Instruction

Many Duquesne courses require extensive use of the Library. Faculty often request library instruction sessions for students in their classes. These sessions typically address 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 email to AskRef@duq.edu. If you require more in-depth assistance, call Mrs. Lisa Sciulli at 412-396-5346 to schedule an appointment.

Gumberg Library Website

The Gumberg Library website provides information about the Library’s collections, services, policies, and facilities. For your convenience, electronic forms are available for many Library services.

The Website also provides access to DuCat, the Gumberg Library’s online catalog. Within the site’s e-Resources section, Duquesne University students, faculty, and staff can access more than 150 research databases and 3,500 full text electronic journals.

Please note that when you attempt to remotely access many of the electronic resources, the website will prompt you to enter your Duquesne ID number. Your ID number verifies that you are currently affiliated with the University.

New resources are regularly added to the Gumberg Library website and the Library staff continually works to upgrade and improve it. We believe that you can complete much of your research on the website. Try it today!

http://www.library.duq.edu

Reference Services

The Reference Department’s primary function is to help you make the most effective use of the Library and other information sources. Reference librarians are available any time the Library is open and are prepared to provide expert research assistance. They can assist you with DuCat, research databases, electronic journals, Internet searching, and more.

If you would like to consult a reference librarian, stop by the Reference Desk on the 4th Floor or call 412-396-6133 for telephone assistance. To ask questions via email, use AskRef@duq.edu.


**Getting Information from Other Libraries**

Gumberg Library maintains reciprocal agreements with hundreds of libraries both regionally and nationally. Through these agreements, Duquesne University students, faculty, and staff can borrow books, obtain copies of journal articles, and use other library materials in addition to those available at Gumberg Library. The text below briefly explains the services available to you:

**PALCI: 31 Million Volumes at Your Fingertips!**

PALCI (Pennsylvania Academic Library Consortium, Inc.) allows you to order books from 20 college and university libraries in Pennsylvania including Pitt, Temple, Carnegie Mellon, Penn State, Bucknell, Lehigh, and others. Books will be delivered to Gumberg Library in an average of five working days. You will receive an email notice when your books are available for pick up at the Gumberg Library Circulation Desk.

**ILLIAD: If It’s Available, We’ll Find It**

ILLIAD (Interlibrary Loan) allows you to borrow books and some non-print items (CDs, audios, etc.) from libraries throughout the world. You may also obtain copies of journal articles for a fee. Your item will be delivered to Gumberg Library in an average of 14 working days. The Library will send an email notice when your item is available for pick up at the Gumberg Library Circulation Desk.

**ONSITE: Using & Borrowing Materials at Regional Libraries**

Many regional libraries allow unaffiliated researchers to use their print materials such as books, magazines, journals, and microfilm within their facilities (ONSITE). You may photocopy articles from journals or magazines for research purposes at other libraries “within legal and fair use guidelines.”

Most regional libraries do not allow unaffiliated researchers to borrow materials directly without advance special permission. Currently registered Duquesne University students, faculty, and staff can obtain ONSITE Book Borrowing forms for regional libraries at the Gumberg Library Reference Desk. Since policies and procedures for ONSITE Book Borrowing vary from library to library, you should review the information on Gumberg Library’s website or speak to a reference librarian prior to visiting a regional library.

To save time, before using regional libraries directly make certain that the item you need is not available at the Gumberg Library. If you are looking for a book, you should also check PALCI. Please contact the Reference Department if you have any questions about these services at 412-396-6133 or AskRef@duq.edu.

**University Archives**

The University Archives is the center for the documented history of Duquesne University. It provides a central location for information about the University’s people, events, buildings, and departments. The University Archives is located on the 1st Floor of the Gumberg Library and is open for research from 9:00 to 5:00, Monday – Friday.

**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 at the 4th Floor Reference Desk or on the Library website (http://www.library.duq.edu/forms/purchaserecommendation.htm). Please consider adding your reason for requesting this particular title. We welcome your suggestions!

**Michael A. Musmanno Collection**

The papers and personal library of the former Pennsylvania State Supreme Court Justice comprise the Musmanno Collection. It includes primary source material for many interesting topics such as the Nuremberg trials, Adolf Hitler, and the Sacco and Vanzetti trial, to name a few. The Collection is also located on the 1st Floor of the Gumberg Library. For access to this collection contact University Archivist Paul Demilio at 412-396-6323 or demilio@duq.edu.

**Simon Silverman Phenomenology Center**

The Simon Silverman Phenomenology Center was founded in 1980 at Duquesne University. It was an expression of the phenomenological orientation of the University's philosophy and psychology departments. The goal of the Phenomenology Center is to collect and make available in one place all the literature on phenomenology that could possibly be of use to scholars in the field and to promote original research thereby adding to the corpus of phenomenological work. The Center's holdings are non-circulating but are available to scholars and researchers. The Phenomenology Center is located in the Special Collections area on the 1st Floor of the Library. The Center is open from 9:00 to 5:00, Monday – Friday during the academic year. Phone: 412-396-6038.

**Maureen P. Sullivan Curriculum Center**

The Maureen P. Sullivan Curriculum Center is the newest addition to the Gumberg Library. Located on the 5th Floor, the primary purpose of the Curriculum Center is to support the School of Education’s instructional programs and methods courses. The Center includes teaching kits, teacher resource books, student textbooks, basal readers, children’s and young adult literature, big books, audio/visual teaching materials, software, Praxis exam study materials, math manipulatives, puppets, and an Ellison Die-Cut Machine with a wide variety of dies. The room is also equipped with four computers and seating for 25 students. The Center is accessible during regular Library hours. If you have questions, please contact Danielle Buck, Center Coordinator, at 412-396-1858 or buck@duq.edu.
**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. The Library offers student employment in all departments including Information Technology, Circulation, Periodicals, Cataloging, Acquisitions and Interlibrary Loan – depending on current vacancies. A limited number of part-time positions are available to students not eligible for work-study positions. Interested students should apply at Human Resources in Fisher Hall.

**New Scholarship for Library Student Employees**

A new Duquesne University scholarship will be offered for the first time this academic year. Eligibility will be limited to students who have been employed at the Gumberg Library. A committee of Library staff is currently working on details concerning the award.

Dependable, responsible student workers play an important part in the Library's services, both publicly and behind-the-scenes. Offering a scholarship especially for the Library's student employees is intended both to encourage their educational commitment and reward their good work at the Library.

If you would like more information about the Gumberg Library Staff Endowed Scholarship, please contact Ms. Diana Sasso, Director of Information Services at the Gumberg Library, 412-396-5680 or sasso@duq.edu.

**Library Policies**

The Library is a smoke-free building.

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

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

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.

**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. If you do not make an appointment, staff on duty may not be able to provide in-depth assistance.

**Services Available**

**Research assistance**

Librarians are available by appointment to assist you with special needs in conducting library research. Call Mrs. Lisa Sciulli at 412-396-5346 to make an appointment.

**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. 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.

With funds received from the Commonwealth of Pennsylvania and University funds, Gumberg Library will provide appropriate equipment and a suitable workspace to empower visually impaired, blind, hearing impaired, learning disabled, and students with limited English to do their own research in the Library in the fall of 2001.

Two PCs will be housed in the Assistive Technology Center on the 4th Floor of the Library. These PCs will be connected to the Library's network and will allow users to print either to a Braille printer or the Library's network printers. One PC will be kept on a multimedia cart to be used in the Library classroom or other locations within the building.

The Assistive Technology Center will provide a comfortable workspace for blind library users and their assistance dogs. Training for library staff and those wishing to use the Assistive Technology Center is expected to be available in late August. The Library plans to seek feedback to ensure that the equipment meets the users’ needs, and to provide a basis for planning upgrades.