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 of students on the campus and we look forward to serving you in a variety of capacities. The Library staff 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 and faculty before all the assignments and tests begin! 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 researchers. 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 website, 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 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 researchers 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.
FAQs: Frequently Asked Questions

Q: How do I borrow books?

A: In order to check out books or other materials from the Library, 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. Your Library account must be in good standing, with no overdue books or fines of $2 or more. You may renew books at the Circulation Desk, on DuCat, or by phone at 412-396-6130.

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

A: Faculty members place books and articles 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 do circulate outside the Library, generally for one day, three days or one week. A list of all current reserve items is available at the Circulation Desk.

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 a day for books and articles that circulate outside the building. We send one overdue notice as a courtesy, but it is your responsibility to know when books are due and to return them on time.

Library Hours
Monday – Thursday ....... 8 a.m. – Midnight
Friday .................................... 8 a.m. – 10 p.m.
Saturday ............................. 10 a.m. – 10 p.m.
Sunday ............................ 11 a.m. – Midnight

Hours differ for holidays, final exam periods and summer sessions. Changes in hours are posted in the Library and on the Website.

Library Departments
Administration ................... 412-396-6136
Circulation .......................... 412-396-6130
Interlibrary Loan ............... 412-396-5341
Periodicals ......................... 412-396-6127
Reference .......................... 412-396-6133

See the Library website for the phone numbers of departments not listed here.

Library Collections Floor
Curriculum ............................. 1
Duquesne Dissertations ................. 4
Fiction ................................... 2
Periodicals ................................ 5
Phenomenology Center ............... 1
University Archives .................... 1

The Library has additional Special Collections. Ask at the Reference Desk for more information.

Call Number Guide
3rd Floor .............................. A – J
2nd Floor ............................. K – Z
1st Floor ....................... Oversized Books
( A – Z)
5th Floor ......................... Journals, microfilm
             microfiche, newspapers
              music CDs, records, videos
DuCat: Gumberg Library's Online Catalog

DuCat is the main source for information about the materials owned by the Gumberg Library. DuCat provides holdings information, such as location and call number, for books, journals, audiovisual materials and electronic subscriptions. 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/ducat>. For more information about DuCat, contact the Reference Department or see the Help section on DuCat's main menu.

Location Guide

Q: How do I use my Library account and PIN?
A: You can access your account through DuCat, which allows you to request books, renew books, and review the status of your account. You must use your Duquesne ID number and PIN to use these features.

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 ones 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 access them from the Library's public access computers or from the Internet. See “Gumberg Library Website” on page 6 for more information.

More FAQs on Page 4
**Diana Sasso**  
Director of Information Services Division  
(412)-396-5680  
sasso@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.”

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**Michele Adams**  
Head of Circulation  
(412)-396-6135  
adams1@duq.edu

“The Circulation Department is often your first stop in the Library. My staff and I hope to make your library experience pleasant and productive.”

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**Carmel Yurochko**  
Head of Periodicals  
(412)-396-5233  
yurochko@duq.edu

“We are here to help you locate journals, newspapers, and AV materials as quickly and efficiently as possible for your study needs.”

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**FAQs**

**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 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 e-mail search results to yourself.

**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:** You can use Microsoft Word in the Library’s 4th floor classroom when the room is not in use. At other times, word processing software is 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 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@duq.edu

Dorothy Coleman  
School of Education  
412-396-6133  
colemand@duq.edu

Carolyn Cunningham  
Computer Science  
412-396-5344  
cunninghamc@duq.edu  
Palumbo School of Business Administration

Victoria Hartung  
History  
412-396-6134  
hartung@duq.edu

Kitsa Lipecky  
Classics  
412-396-5260  
lipecky@duq.edu  
Communications  
English

Tracie Mineo  
Political Science  
412-396-4560  
eisel@duq.edu  
Social & Public Policy

David Nolfi  
Mylan School of Pharmacy  
412-396-4931  
nolfi@duq.edu  
Rangos School of Health Sciences  
School of Nursing

Pat O’Kane  
Philosophy  
412-396-5342  
okane@duq.edu  
Psychology  
Theology

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

Melodie Thoms  
Fine Arts  
412-396-5231  
thoms@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 Thoms at 412-396-5231.
Library Instruction Opportunities
Duquesne students have a variety of opportunities to receive instruction on research methods, using the Library and utilizing information resources:

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 website at <www.duq.edu/library/cosc030> for more information.

Course-Related Instruction
Many Duquesne courses require extensive use of the Library. Instructors 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 e-mail to AskRef@duq.edu. If you require more in-depth assistance, call Angela Fleming at 412-396-5346 to schedule an appointment.

Virtual Tour
A “tour” of the Library is available on the website. It includes pictures and additional information to help acquaint you with the Library.

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 Internet access to DuCat, the Gumberg Library’s online catalog, as well as most of the Library’s electronic resources (e-Resources). Within the e-Resources section, Duquesne students, faculty and staff can access over 100 research databases, 2,100 electronic journals and 2,000 electronic books.

In some cases, the Library’s system will prompt you to enter your Duquesne ID number. Your ID number verifies that you are currently affiliated with the University. A few electronic resources require you to use the Password Access Software System (PASS). In order to use PASS, you must register for an account and download software onto your computer. For more information on PASS, go to the website and see “Access Outside the Gumberg Library” in the e-Resources section.

We strongly encourage the Duquesne University community to visit the Gumberg Library website.

www.library.duq.edu

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 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 and books, the Internet, and other resources.

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 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 borrow books from other libraries.

Participating libraries include: selected University of Pittsburgh libraries, Carnegie Mellon University, the Pittsburgh Theological Seminary, Robert Morris College, Mercy Hospital and St. Francis Medical Center.

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

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**Interlibrary Loan**

The Interlibrary Loan Department enables you to request materials from libraries in the United States and 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 and journal articles are available for a fee.

The Library is conducting a trial to reduce fees for journal articles starting August 28, 2000. Contact the Interlibrary Loan Department at 412-396-5341 for more information about fees.

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**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 from 9:00 a.m. to 5:00 p.m., Monday – Friday.

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**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 <www.library.duq.edu/eform/purchrc.htm>. Please consider adding your reason for requesting this particular title. We welcome your suggestions!

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**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 located on the 1st floor of the Gumberg Library. For access to this collection contact University Archivist Paul Demilio at 412-396-6323.

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**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, and thereby add to the corpus of phenomenological work. The holdings of the Center are non-circulating but are available to scholars and researchers. The Center is located in the Special Collections area on the 1st floor of the Library.
**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 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. 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 Angela Fleming 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. 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.

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**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 provides student employment in all departments including Circulation, Periodicals, Cataloging, Acquisitions, Archives and Reference depending on current vacancies. Students interested in work-study or part-time employment should contact Human Resources.

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**BiblioTech**

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Melodie Thoms, Editor
David Nolfi, Assistant Editor
Martin Sivitz, Assistant Editor

Contact us: BiblioTech@duq.edu