

A Guide to Available Library Services for CNU Students

<http://library.cnu.edu>

library@cnu.edu

Welcome to the Paul and Rosemary Trible Library at Christopher Newport University.

The purpose of the Library is to collect, make readily available, and assist in the use of library materials needed by the faculty, students, and staff of the University. The entire library staff is committed to this service philosophy.



LIBRARY DECORUM...how to handle yourself when you're here

Students are expected to conduct themselves in an appropriate and dignified manner while using the library.



- Respect staff and fellow users.
- Set cell phones to vibrate or turn them off.
- Keep all conversations low.
- Group study rooms are meant for groups.
- Sleeping is for your dorm room, apartment or home.
- Food and drink are permitted in the building, but please clean up your trash.

We need your help to provide a pleasant study and research experience for everyone.



LIBRARY SERVICES

Reference... this is where to get research help, find reference books, and learn how to navigate the library and use the wealth of resources that are available.

A Reference Librarian is available to answer questions & guide research in person, by email (library@cnu.edu) or by phone 594-7132. Service desk hours are Monday - Thursday 9:00 a.m. – 9:00 p.m., Friday 9:00 a.m. – 5:00 p.m. and Sunday 1:00 p.m. – 9:00 p.m.

- The reference collection provides access to materials in both print and online formats.
- These books have the location of *Reference* in the online catalog.
- You **cannot** check these books out. Feel free to photocopy pages as needed.

Books and media holdings can be located through the Library's online catalog: <http://read.cnu.edu/>. **Periodicals** can be located through Journal Finder: <http://journalfinder.wtcox.com/cnu/>.

Research Assistance Appointment...Help Me Please!

Research Assistance is a consultation service designed to provide CNU students with one-on-one assistance from a librarian, by appointment. The librarians won't do the work for you, but they will point you towards good sources, assist you in using the databases, and guide you in developing effective search strategies.

- Feeling overwhelmed by the wealth of materials available?
- Have some resources, but not enough?
- Completely lost in the library?



Fill out a form and then you will be contacted by a librarian to schedule a convenient time for a meeting. Request an appointment online at <http://cnu.libguides.com/researchassistance>



Disability Support ...Special Help to meet your needs

Students with disabilities should contact disability support who will work with us so we can provide reasonable accommodations and support needed for you to participate fully in the use of the library.

dosa@cnu.edu or 757-594-7160

Archives...a special collection of materials about the University's history

It includes old Captain's Logs, yearbooks, college catalogs and more. Ask at the Reference Desk if you need access.

Rare Books... a special collection of books that need special handling.

Ask at the Reference Desk if you need to access the books in this collection.



E-Reference Resources... electronically accessible research materials.

You have access to a number of resources online both on campus and off. Many of these resources are provided through paid subscriptions and provide you access to materials that are not available freely on the web.



The Tribble Library and the  consortium pay for your access.

OFF-CAMPUS (REMOTE) ACCESS... how to get stuff when you aren't here.

Going home for the weekend or for break? Studying abroad? Living off-campus? All you need is your Captain's Card!



All Captain's cards have a barcode number pre-printed on the front. Under that barcode is the 10 digit number that serves as your password to available library resources when you are off campus. When you select a subscription resource from our home page you will be asked for a login and password. Use your last name to login and the password is that 10 digit number.



Having problems – please see some tips on the Remote Access page <http://cnu.libguides.com/offcampusaccess> e-mail library@cnu.edu or call us at 757-594-7132 and we will try to help solve your problem.

DATABASES...searchable access to citations and often to the full-text of authoritative resources.

A database can cover multiple subject areas ([Proquest](#), [EBSCO](#), [JSTOR](#), etc.) or can be geared toward a specific subject area ([PsycInfo](#), [America: History and Life](#), [BioOne](#), etc.) Basic keyword searching for most databases is as simple and intuitive as searching Google, but please don't be afraid to ask for help – it is why we are here. We can help formulate search strategies and show you some advanced searching techniques that can help focus your research.



E-BOOKS AND E-JOURNALS... digitized versions of books and journals.

Need a dictionary? Almanac? Facts and statistics? Help with citations? Or looking for a free tool to help with your project? Check the resources we have collected here <http://cnu.libguides.com/internetother> (click on the *Tools* tab.)

Access to many of our e-books is provided through the [online catalog](#) the same place you will find information about our print book collection. However, there are many places online where you can find digitized access to a variety of works.

See our E-Books page for a list of good places to look <http://cnu.libguides.com/internetother> (click on the *E-Books* tab.)

Some databases provide direct links to the full-text of articles, but others don't. The full-text may still be accessible - check [Journal Finder](#). Search for the name of the journal to see if we have access, what dates we have and if it is available *online* or if you need to come in to the building to access the *print* or *microform* formats or if we do not have access.

INTERNET SITES... finding useful and reliable stuff on the web.

Want to find some reliable information on the internet? We have a guide to evaluating web resources (<http://library.cnu.edu/pdf/evaluate.pdf>) and we also provide a list of internet resources (<http://cnu.libguides.com/internetbysubject>) that we have found helpful.



Circulation...this is where to check things out, pay fines, get change and get help with photocopiers, microform machines, lost and found items, and finding books on the shelves.

BORROWING PRIVILEGES... checking out.

- Your CNU Captain's Card serves as your library card.
- Students may borrow up to 50 library items at one time.
- Most items are available for a 30-day loan period. Some items located in special collections such as Reserves or Media have special loan periods.
- Most circulating books can be renewed one time for an additional 30 days. Items may not be renewed if another patron has placed a hold. Not all library material is renewable. Renew your books **before** the due date! Renew online anytime at <http://read.cnu.edu>. During regular library hours you can call or stop by the Circulation Desk for assistance (594-7133.)
- Fines for regular circulating library books are \$.10 a day per book. For a complete list of fines and loan periods by material type please consult <http://cnu.libguides.com/Circulation> for details.



RESERVES... materials held for a particular class.

- Your professor may place material on reserve for you to use for the class.
- You'll need your professor's last name and the name of the class you are taking to find the reserve.
- Reserves are kept at the Circulation Desk.
- To check-out a reserve at the Circulation Desk you'll need to bring your Captain's Card.
- Reserve loan periods vary from 2-hours to two weeks, and are determined by your professor.
- Reserves also have special fines – see <http://cnu.libguides.com/Circulation> for details.

E-RESERVES

- Some material may be placed on reserve electronically.
- Electronic reserves may be accessed via the library's [online catalog](#).
 - To get an E-Reserve through the catalog, you'll need your Captain's Card too.
 - You'll be asked to login – use your last name and your 10 digit library barcode.

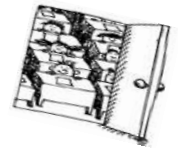


Text-Books

Do we have copies of the text-books for your classes? Probably not. However, sometimes your professor may put a personal copy of the text on Reserve.

STUDY ROOMS...rooms designed for use by groups

- Rooms are available on a first come – first served basis unless previously reserved.
- To reserve a room please ask at the Circulation Desk.
- Rooms must be reserved 24 hours in advance & may be used for 2 hours at a time.



Periodicals...journals, newspapers, and magazines.

The periodical collection is available in a variety of formats: paper, microform, and on-line.

You can't check these out, but feel free to make copies. Many of the online versions may be accessed remotely.



- Use [Journal Finder](#), an online database, to locate specific periodical titles.
- It provides the dates of availability and format.
- Online journals will have a link to the database and in many cases directly to the specific periodical.
- It can be accessed on the [library's homepage](#) or via the [online catalog](#) or directly at <http://journalfinder.wtcox.com/cnu/>.
- Many of the databases also provide a link to Journal Finder to help you locate the full-text of articles.



Media Services...audiovisual materials, using technology, equipment

See <http://media.cnu.edu> for details

- Located upstairs
 - Media holdings (dvds, cds, etc.) are checked out at the Circulation desk.
 - Consultations on digital projects
 - Scanners, Macs, software, cameras & more.
 - Group & individual instruction available
- Need help with production, performance & document finishing? This is the place to go!

Computers, Printing and Wi-Fi... what we have, what you can do, what you need.

- 16 windows based PC computers with usb ports, cd-rom drives, and disk drives in the Reference Area.
- Thin clients (in simple terms a computer with no hard drive) throughout the library with usb ports.
- Printers: Black & white stations: 2 in reference, 1 in the 24/7 room, 1 in media. Color: 1 in media.
- *Yes it does cost \$ to print and you'll need your Captain's Card.*
- Internet Access & Microsoft Office 2007 on all workstations
- Wi-Fi access throughout the building



Don't try to install programs on Library computers!

We all must be vigilant for viruses, trojans and spyware.

Don't save things to Library computers!

You will lose it – bring your USB drive, e-mail docs to yourself or set up an online storage account.

See your [Student Handbook](#) for details on acceptable and unacceptable use.

In addition, IT Services in Ratcliffe and other campus departments have computer labs available, please consult with IT for details.

Finding Materials ... here, there, and elsewhere

Online Catalog (<http://read.cnu.edu>)... use this to find materials we have in this library



When you find something you want:

Note the location – Reference, General Collection, Oversize, etc.

Check the Status to see if the item has been checked out (indicated by a due date)

Write down the Call Number



Oh and we don't do Dewey we do LC! So if you have trouble reading the call numbers just ask.

Then just go to the right location in the stacks and use the call number to find the book. Simple, right? Don't worry after a few years here, you'll get the hang of it. And remember if you need help PLEASE ASK – that's why we're here!

- *Location*: think of it as the neighborhood where the book lives.
- *Stacks* (bookshelves): think of it as the building in which a book lives.
- *Call Number*: think of it as the address at which the book lives.
- Don't forget to check that same area for other books of interest, so look right, look left, look up and look down!

If a book you need is not on the shelf where it should be, please ask at the Circulation Desk.

- The staff will determine if it is checked out or missing.
- Fill out a search slip.
- You will be notified when the book has been located.

If an item you need is checked out you may place a hold on it & be notified when it is returned

Place a hold by clicking the *Request* button on the book screen, but ask at Circulation if you need help.

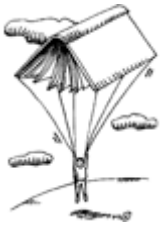


Can't find what you need here? ... no library can have everything you might need.

Interlibrary Loan Services... gets books, articles and other materials sent here for your use.

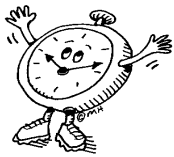
How does it work?

- Requests are made via the ILLIAD system.
- First time users must create a username and password.
- To set-up your account and for additional information go to: <http://cnu.libguides.com/ill>
- Login to your account and fill out the form for the type of material you need.
- The Interlibrary Loan Staff will find the material at another library and request that it be sent to CNU.
- All requests must comply with the copyright law.
- When it comes in you will be notified.
- The limits and conditions of use are established by the lending library and must be observed by the user.
- If the material you need is provided in electronic format, you will be able to access it through your ILLIAD account.
- You will pick the other items up at the circulation desk.
- Once you pick-up an item, it is your responsibility. You will be charged for lost items.
- It may not be possible to fill all requests. You will be notified if the request can not be filled.
- For help please call 594-7249 or e-mail ill@cnu.edu



How long does it take?

- The average waiting period is two weeks.
- Sometimes it does arrive more quickly and occasionally it may take longer.
- Books usually take longer than articles as they must be mailed; articles are sometimes faxed or sent electronically.



Why does it take that long?

- Requests are made to the closest library, however that may not always be locally or even in Virginia or the U.S.
- Materials may be checked out or missing from the 1st choice library; the request will move to the 2nd or 3rd etc.

Study Abroad ILL Privileges

- Students studying abroad may use ILLiad for articles & book chapters that can be delivered electronically.
- Requests for loans of books and media items are unable to be filled.



AREA LIBRARIES – BORROWING PRIVILEGES... *checking things out locally*

As a member of the [Virginia Tidewater Consortium](#) (VTC) CNU faculty, staff, and students are eligible to use and borrow materials from other member libraries. Some restrictions may apply, and you will need a valid CNU Captain's Card **and** a VTC card. The VTC card is valid only for the current semester; you must obtain a new card every semester. For more information please ask at the Circulation Desk. Also see: <http://www.lib.odu.edu/vtc/vtcguide.doc> for information about the other participating libraries.

PUBLIC LIBRARIES

There are several public library systems in the local area. Each library has their own policies regarding checking out books, using materials and computer access. Borrowing privileges are usually available to Virginia residents. CNU does not have any type of formal usage agreement with the area Public Libraries. Telephone numbers and addresses can be found in the local phone book. *Keep in mind you will need your own transportation if you wish to use these libraries.*



COLLECTION DEVELOPMENT... *how we get new stuff*

In addition to materials chosen by the library staff...

- You can make a suggestion using the form at <http://cnu.libguides.com/suggestmaterials>.
- A librarian will evaluate the suggestion for selection.
Is it relevant to courses here? Is it scholarly? Can we afford it?
- Professors also make requests
- The Library accepts donations of materials in good condition.
- There is also a Library Advisory Committee that makes recommendations.

The members are appointed by the Provost and include faculty members and students



LIBRARY HOURS -- REGULAR SESSION

Monday – Thursday	7:30 a.m. – 1:00 a.m.
Friday	7:30 a.m. – 8:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 1:00 a.m.

Library hours will be adjusted to fit the University Calendar and for Holidays.

Changes in Library hours are posted in the building and on the web page. (<http://cnu.libguides.com/libraryhours>)

CAN'T SLEEP? WANT TO STUDY? USE THE 24/7 ROOM...staffed with security after hours



We look forward to helping you throughout the semester