Guide to the University Libraries 2007-2008

research, help, articles, books, music, study, news, learn, e-mail, friends, wireless, history, research, help, articles,
University Libraries

The UNLV Libraries support the university community by embracing the traditional values of higher education adapted for the global community in the 21st century. The Libraries serve students and faculty, both on campus and at remote locations, including UNLV’s Shadow Lane Campus in Las Vegas and the William F. Harrah College of Hotel Administration Singapore Campus.

### table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Libraries Introduction</td>
<td>1</td>
</tr>
<tr>
<td>RebelCard/Library Card</td>
<td>2</td>
</tr>
<tr>
<td>Quick Tips for Getting Started with Your Research</td>
<td>3–4</td>
</tr>
<tr>
<td>Learning to Use the Libraries</td>
<td>5</td>
</tr>
<tr>
<td>Borrowing Library Materials</td>
<td>6</td>
</tr>
<tr>
<td>Document Delivery/Interlibrary Loan</td>
<td>6</td>
</tr>
<tr>
<td>Link+ New!</td>
<td>6</td>
</tr>
<tr>
<td>Course Reserves</td>
<td>7</td>
</tr>
<tr>
<td>Lied Library Floor Plans</td>
<td>8–9</td>
</tr>
<tr>
<td>Computers in the Libraries</td>
<td>10</td>
</tr>
<tr>
<td>Printing/Copying</td>
<td>11</td>
</tr>
<tr>
<td>Research Places and Unique Spaces</td>
<td>11</td>
</tr>
<tr>
<td>Dos and Don’ts</td>
<td>12</td>
</tr>
<tr>
<td>Need a Job?</td>
<td>13</td>
</tr>
<tr>
<td>Libraries’ Award for Undergraduate Research</td>
<td>14</td>
</tr>
<tr>
<td>Hours</td>
<td>17</td>
</tr>
<tr>
<td>Making Contact</td>
<td>18</td>
</tr>
<tr>
<td>Libraries Locations</td>
<td></td>
</tr>
</tbody>
</table>

### Guide to the University Libraries 2007-2008

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Quick **Tips** for getting started with your research

**Need to find books?** Link to the Libraries’ catalog from our web pages. If you’re hunting for a specific book and you know the title or author, enter that in the search box and set the search type to title or author. If you’re looking for books on a topic, try a keyword or subject search. Select likely choices from your result list and note the location, unique call number, and status for each book.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL #</th>
<th>STATUS</th>
</tr>
</thead>
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<tr>
<td>UNLV Book Stacks</td>
<td>HW6721 N45 .S39 2003</td>
<td>NOT CHOKD OUT</td>
</tr>
<tr>
<td>UNLV Spec Coll</td>
<td>HW6721 N45 .S39 2003</td>
<td>LIB USE ONLY</td>
</tr>
<tr>
<td>UNLV Arch Bk Stks</td>
<td>HW6721 N45 .S39 2003</td>
<td>NOT CHOKD OUT</td>
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The location indicates which library or roughly in which part of the library the material is kept. The unique call number indicates on which floor and exactly where on the shelves an item may be found. The UNLV book stacks which are in Lied Library contain the main collection. Books with call numbers that begin with A–HJ are located on the third floor, HM–PR are on the fourth floor and PS–Z are on the fifth floor of Lied Library.

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**RebelCard: your library card and more**

Before you check out books, you need a library card. Don’t worry. If you’re a UNLV student, you already have one. Your RebelCard campus ID card is also your library card. Use it to check out books from any campus library, or to use the convenient self-checkout stations on the first and third floors of Lied Library, and at the Curriculum Materials Library. First, you’ll need to register your RebelCard at the circulation desk of any of the campus libraries. After you do that, you’ll have access to all of Libraries’ services.

You need your RebelCard to access the Libraries’ electronic resources. When logging onto library computers, the bar code on the back is your username and the last four digits of your phone number on file are your default password. When accessing electronic reserves and databases remotely via the Internet you will be asked for your barcode and last name.

You can use your cash-activated RebelCard to copy or print in the Libraries. Non-UNLV affiliates need to purchase RebelCash Guest Cards for $3 each from the circulation desk or, in Lied Library, at the automatic Value Transfer Stations.
Learning to use the Libraries

Learn to conduct research in a large academic library, harness the power of the millions of dollars of library subscriptions to online books and journals, go beyond Google.com™ and learn to organize and manage your research. Your research process will be more efficient and effective and your projects will make the grade.

• Get one-on-one help with your research questions during regular library hours at the Research and Information Desks located on the first and second floors of Lied Library and in each of the branch libraries’ services desks.
• Call 895-2100 or 895-2200.
• Chat or Instant Message help is available many hours of the week; see www.library.unlv.edu/ask/chat.html.
• E-mail your question using the Libraries’ form at www.library.unlv.edu/ask/email.html.
• Take a tour or attend a free workshop on finding books, articles, and high-quality Internet resources; see the schedule at www.library.unlv.edu/inst/events.html.
• Learn on your own with the Libraries’ online tutorial or step-by-step guide found at www.library.unlv.edu/help/tutorial.
• Explore a tool called RefWorks that will help you generate bibliographies or lists of works cited in various formats such as APA or MLA; see the Quick Start Guide at www.refworks.com/Refworks.
• Check out other services, handouts, guides, and more on the Libraries’ Help and Instruction page at www.library.unlv.edu/help.

Need to find journal articles? Link to one of the Libraries’ many databases using the Articles and Databases tab on the Libraries’ home page. For a broad interdisciplinary search, locate and link to the database called Academic Search Premier near the top of the alphabetic list of databases. Enter just the main words of your topic, perhaps connecting those key search terms with the word “and” to create the best search. Check your result list for the chance to link to the “full text” in either PDF or HTML form. Current journals not available online (back to 2001) are arranged by call number on the second floor of Lied Library.

Earlier issues of print journals are in LASR (Lied Automatic Storage and Retrieval). Microfilm/microfiche collections of older newspapers, journals, and federal and state government publications are housed on the second floor of Lied Library.

Need to keep track of citations to make your bibliography? Create an account and learn to use the tool RefWorks at the outset, BEFORE you begin a major research project. As you find sources using the catalog and databases, export them to your RefWorks account and let RefWorks do the work of generating your bibliography in whatever format you need — APA, MLA, and more.

Lied Library offers instructional sessions on using RefWorks: www.library.unlv.edu/inst/events.html.
Course Reserves

Reserve materials are items that faculty members have designated as important reading, viewing, or listening materials for a particular course. Electronic reserves are available online. Physical and media reserves are held at library service desks. Search for reserves and find more information at www.library.unlv.edu/services/reserves/.

Borrowing library Materials

At the Circulation Desk, you may check out, return or renew materials, pay fines, and place holds with a valid picture ID (UNLV students, faculty and staff use their RebelCard ID). For more details and information about online services such as renewals, please visit www.library.unlv.edu/circ/.

Document Delivery/ interlibrary loan

Document Delivery Services obtains materials not owned by UNLV Libraries or other Link+ member libraries. Register for our document delivery system at www.library.unlv.edu/dd. Once registered, you can either complete online request forms manually or by clicking on the “Get Text” button in most databases. DDS articles generally arrive in three to five days and books take about one or two weeks.

LINK+

LINK+ is a book-request service that allows UNLV students, faculty and staff to borrow books, that are unavailable at our Libraries, from other LINK+ libraries. LINK+ books arrive within two to four business days and can be ordered through the LINK+ catalog at http://csul.iii.com/.
Lied Library
floor plans
Computers in the libraries

The Libraries house more than 350 desktop computers. UNLV or NSHE students, faculty, and staff with current library-registered RebelCard IDs can access library research databases and full-text collections, the Internet, word processing, image editing, and basic video editing; can create spreadsheets, presentations, and web pages; and can save to CD or DVD. Select computers have additional hardware and software for scanning and video capture.

The Libraries offer both wired and wireless access for personal laptop computers for UNLV affiliates. Additionally, UNLV students, faculty, and staff can check out laptops for use in the Lied and branch libraries.

Computer technical assistance is available at the first-floor Research and Information Desk.

Multimedia Design Studio The studio at Lied Library provides current UNLV students, staff, and faculty with a self-service facility to create multimedia presentations for class use. In addition to the standard software found on all library computers, the studio includes hardware and software to convert analog video to digital video; perform advanced editing of digital video; and scan documents, negatives, and slides. In-depth assistance is available by appointment.

Assistive Technologies Specialized equipment is available in the Lied Library Disability Resources Room. For more information, see www.library.unlv.edu/services/disability.html. TDD (text telephone) service is available at Lied Library and at the Curriculum Materials Library and Architecture Studies Library branch locations.

Printing/Copying

- Photocopies 10¢/page
- Computer prints
  - UNLV affiliates:
    - Black and white 2¢/page
    - Color 25¢/page
  - Guest/community users
    - Black and white 10¢/page
    - Color 50¢/page

Research Places and Unique Spaces

Like it silent while you study? Lied Library’s third and fourth floors are the places for you. Need to work in a small group? Designated group study rooms are available on Floors 1, 3, 4, and 5, and general group use areas are on Floors 1, 2 and 5. Try wireless access at the Book N Bean coffee shop at Lied, or if it’s not too hot outside, check out the shaded structure on Lied Library’s patio. The Architecture Studies Library frequently showcases the work of students and local architectural firms. The Curriculum Materials Library has a teacher preparation room for the creation of teaching and presentation materials. The group study room in the Music Library is wired for listening and viewing as well.
Dos and Don’ts

Do help make the Libraries a safe, well-maintained place, conducive to study and research. Familiarize yourself with the Libraries Expectations for User and Visitor Conduct. See www.library.unlv.edu/services/policies/patronconductpolicy.html.

Don’t engage in behavior that violates relevant university policies, state and federal laws, and general principles of civil behavior.

Do enjoy snacks and nonalcoholic beverages in spill-proof containers while you study in the Libraries. (Some restrictions apply. See www.library.unlv.edu/services/policies/fooddrinkpolicy.html for details.)

Don’t have pizza delivered, set up a buffet-style picnic in the study carrels, leave your trash to attract bugs, or otherwise make your eating and drinking disruptive or damaging to library materials.

Do take advantage of the different types of study and group work areas; find the best fit for your needs.

Don’t use cell phones or engage in conversations in quiet study areas.

Do enjoy access to the Internet (UNLV students, faculty and staff) via the hundreds of public computer workstations in the Libraries or through wireless access.

Don’t violate copyright and computer use laws and policies or create an intimidating, hostile, or demeaning employment or educational environment. (See www.library.unlv.edu/services/policies/computeruse.html for more information.)

Need a job?

The University Libraries hire more than 100 students each year to work at the Lied and three branch libraries (Architecture Studies, Curriculum Materials, and Music). Student wages start at $7 per hour and increase with time on the job to as much as $12 per hour.

To fill out an application, apply at www.library.unlv.edu/employment/student/application.php.

Motivated first-year students who are first-generation college students or from historically under-represented ethnic groups may be eligible to become peer research coaches. This program provides qualified applicants with a $4,000-per-semester stipend, intense training in research skills, and supporting relationships with mentor librarians. To apply, ask about the program at any Research and Information Desk.
Libraries’ Award for Undergraduate Research

Win $1000

Doing a research project? Think about applying for the Libraries’ Award for Undergraduate Research. We give out up to four $1,000 awards for demonstrated sophistication and originality in using library materials in the research process. You can find out more here: www.library.unlv.edu/award.

To apply, you must be a currently enrolled UNLV undergraduate. You’ll need faculty support, and we’ll want to see not only your final project and bibliography but also a brief personal statement about your experiences doing research. The award review committee considers the product of the research, but focuses on the research process.
Hours
for fall and spring semesters

For exceptions and closings, go to: www.library.unlv.edu/about/hours.html.

Lied (Main Library):
- Monday–Thursday: 7:30 a.m.–midnight
- Friday: 7:30 a.m.–7 p.m.
- Saturday: 9 a.m.–6 p.m.
- Sunday: 11 a.m.–midnight

Special Collections (in Lied Library):
- Monday, Wednesday, Friday: 9 a.m.–5 p.m.
- Tuesday, Thursday: 9 a.m.–9 p.m.

Architecture Studies:
- Monday–Thursday: 9 a.m.–10 p.m.
- Friday: 9 a.m.–6 p.m.
- Saturday: 1 p.m.–5 p.m.
- Sunday: 1 p.m.–10 p.m.

Curriculum Materials:
- Monday–Thursday: 8 a.m.–8 p.m.
- Friday: 8 a.m.–5 p.m.
- Saturday: 9 a.m.–5 p.m.
- Sunday: CLOSED

Music:
- Monday–Thursday: 9 a.m.–9 p.m.
- Friday: 9 a.m.–6 p.m.
- Saturday: CLOSED
- Sunday: 1 p.m.–9 p.m.

Making Contact

Architecture Studies: 895-1959
TDD 895-6170

Circulation/Reserves: 895-2111

Curriculum Materials: 895-3593
TDD 895-6171

Document Delivery/Interlibrary Loan: 895-2152

Instruction: 895-2123

Libraries Administration: 895-2286

Library Computer Help Desk: 895-2101

Media Resources: 895-2122

Music: 895-2541

Research & Information: 895-2100/895-2200
TDD 895-2279

Special Collections: 895-2234
Libraries Locations

Lied Library  www.library.unlv.edu
The Lied Library combines the best of traditional academic library services with the newest electronic technologies. As the main library on the UNLV campus, Lied Library houses the bulk of the books and journals owned by the Libraries.

Special Collections
www.library.unlv.edu/speccol/index.html
Located on the third floor of Lied Library, Special Collections collects materials chronicling the history and culture of Las Vegas and Southern Nevada, along with the world’s largest collection of gaming materials. The collections include photographs, maps, rare books, architectural drawings, unique manuscript collections containing letters and personal papers from historic Las Vegas figures, and more. Special Collections also houses the University Archives, the Preservation and Conservation Laboratory, the Center for Gaming Research, and the Oral History Research Center.

Architecture Studies Library (ASL)
www.library.unlv.edu/arch
The Architecture Studies Library houses collections (tagged UNLV Arch in the catalog) and provides reference assistance in the areas of architecture, landscape architecture, urban planning, building sciences, and interior design, including specialized collections and information relating to Las Vegas architecture and planning.

Curriculum Materials Library (CML)
www.library.unlv.edu/cml
The Curriculum Materials Library supports teacher education programs within the College of Education and serves as a resource for teachers in Southern Nevada. Its collections (tagged UNLV CML in the catalog) include teaching materials, such as curriculum standards, juvenile literature, media, and K–12 textbooks.

Music Library
www.library.unlv.edu/music
The music collection (tagged UNLV MUSIC in the catalog) consists of scores, CDs, and DVDs primarily of classical music, jazz, and musical theater. Services include listening stations, a group listening/study room, and online streaming for audio reserve materials.

Wiener-Rogers Law Library
www.law.unlv.edu/index.html
The Law Library is part of the Boyd School of Law and not a branch of the UNLV Libraries. UNLV students, with their RebelCards, can use many of the resources and services of the Law Library.