

## RESEARCH HELP

### Reference Desk

Librarians are available for in-person research assistance on the 1st floor. Check the library's website for reference hours.

### Individual Research Conference

Librarians are available for individual appointments when you need in-depth help with your research. Call (714) 532-7714, stop by the Reference Desk, or use the online form available by clicking **Ask a Librarian** from the Library Home Page to schedule an appointment.

### Subject Guides

Online research guides by subject are available on the library's website. To find: Begin at the Library Home Page → Click Find By Subject → Click on your subject.

### Research & Article Databases

Access online databases by subject through the library's website. To find: Begin at the Library Home Page → Click Find By Subject → Click on your subject → Click on the database links to begin searching.

## PERIODICALS

### Periodical Holdings Catalog (PHC)

Use the online PHC to find out if the library has a particular periodical (magazine, newspaper, or journal). **The PHC will tell you if a periodical is available online, in print, or both.** To access the PHC: Begin at the Library Home Page → Click Find Articles → Click PHC or the Big Blue Bar → Type the title of the periodical in the search box & click Search to determine availability.

### Print Periodicals

Current issues of print periodicals, including newspapers, are located on the 1st floor. Older issues are bound and shelved in the appropriate library on the 2nd and 3rd floors.

### Newspaper Databases

The library has a wealth of online full-text newspapers, including current and historic newspapers dating back to 1800. To find: Begin at the Library Home Page → Click Find Articles → Click Newspapers to view available databases.

## MISSION OF THE LEATHERBY LIBRARIES

The mission of the Leatherby Libraries is to build relevant collections and provide personalized services in support of the curricular, research, academic, and intellectual needs of the Chapman University community in an environment which facilitates the pursuit of knowledge and wisdom.



## Resources @ Your Library

a guide  
for students

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Chapman University  
Leatherby Libraries  
One University Drive  
Orange, California 92866

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Circulation: (714) 532-7723  
Reference Desk: (714) 532-7714  
Interlibrary Loan: (714) 532-7717

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Chapman University  
Leatherby Libraries  
[www.chapman.edu/library](http://www.chapman.edu/library)

## BOOKS

### Library Catalog

The online library catalog is the place to go for finding books. The catalog may be searched from any computer with an Internet connection. To find: Begin at the Library Home Page → Click Find Books → Click Leatherby Libraries Catalog.

### Circulating Books

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 books. Check-out period is 4 weeks with a maximum of 2 renewals.

### McNaughton Collection (Bestsellers)

The library provides a selection of current bestsellers on the 1st floor near the Reference Desk. Check-out period is 2 weeks with a maximum of 2 renewals.

### Reference Books

Reference books (library use only) are located on the 1st floor behind the Reference Desk.

### Electronic Books (E-books)

Many books are available online. To find e-books: Begin at the Library Home Page → Click Find Books → Links to e-book collections are located on this page. E-books can also be retrieved through the online library catalog.

## AUDIO VISUAL MATERIALS

### DVDs, CDs, & Tapes

Use the online library catalog to search for DVDs, CDs, & Tapes (see above under Books). Check-out period for audio visual materials is 5 days with a maximum of 2 renewals.

## 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! For more information on how to request materials from other libraries, set up an account, or obtain general ILLIAD policies: Begin at the Library Home Page → Click Interlibrary Loan.

You may also stop by the Interlibrary Loan department on the 1st floor. Staff members are available to assist you Monday-Friday 8:00 a.m. - 4:45 p.m.

## SPACES

### Multi-media Rooms

There are multi-media rooms available for check-out from the Circulation Desk with a valid Chapman University ID. The rooms house multi-media equipment, which includes plasma viewing screens and audio/visual equipment. Fines will be assessed for damage to equipment and/or late return of keys.

### Group Study Rooms

There are 16 group study rooms located throughout the library on the 1st, 2nd, and 3rd floors. Rooms are unlocked and available on a first-come basis. The study rooms are not intended for individual study.

### 24-Hour Study

The Rotunda on the 1st Floor is available for 24-hour study Monday-Thursday 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 p.m. - 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.

## EQUIPMENT

### Computers

Approximately 60 computers with Internet access and Microsoft Office software (Word, Excel, and PowerPoint) are available for student use on the 1st, 2nd, and 3rd floors. An additional 203 PC and Mac computers are available in the basement computer labs with more extensive software. Visit the computing website for further information on services: [www.chapman.edu/computing](http://www.chapman.edu/computing)

### Wireless Access

Leatherby Libraries is a wireless environment with access available throughout the building.

### Help Desk

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

### Printing

Printing from computers in the library is \$.05 per page. The fee is automatically debited from each student's print account. Computers on the 2nd and 3rd floors print to copy alcoves located near the center of the floors. The majority of computers on the 1st floor print to a central copy alcove. Computers in the 1st floor Rotunda and alcove across from the Reference Desk have designated printers.

### Scanners

The library provides 2 scanners on the 1st floor. A specialized digital microfilm and microfiche scanner is also available on the 1st floor.

### Photocopiers/Microform Readers/Printers

Photocopiers and microform readers/printers are available in the central copy alcoves on the 1st, 2nd, and 3rd floors. Fees for photocopiers and microform readers/printers are \$.10 per page. Change is available at the Circulation Desk.

### Fax

Fax service is available at the 1st floor Circulation Desk for faxing within the continental United States. Fees, payable in cash, are \$1.00 per outgoing page and \$.50 per incoming page. A received fax will be held for 3 days.

### Assistive Technology

A Kurzweil 3000 station equipped with reading, writing, and learning software for students with learning difficulties, such as dyslexia, is available in the Sanchez Room on the 3rd floor. Kurzweil 1000 software, which provides visually impaired users access to some electronic and print materials by converting text to speech, is also loaded on a computer on the 1st floor near the Reference Desk with a compatible scanner.