

Useful Phone Numbers

Administration

Rosemary Deegan (*Director*) 610.921.7202

AV/Educational Technology/Blackboard

George Missonis 610.921.7203

Tam Do..... 610.921.7234

Elizabeth Fields 610.921.7207

Circulation/Billing

Circulation Desk 610.921.7517

Pat Brosenne..... 610.921.7212

Pat Delewski (*daytime*) 610.921.7220

Catharine Resh (*evenings*) 610.921.7517

Holocaust Resource Center

Dan Tannenbaum..... 610.921.7214

InterLibrary Loan (ILL)

Christine Kantner..... 610.921.7209

Off-Campus Access & Systems

Sandra Stump 610.921.7205

Reference

Reference Desk 610.921.7211

Useful Library Web Links:

Main Library Website:

here: <http://www.albright.edu/library/>

From this page follow the links to:

- Get a student employment application
- Find out if we have books on your topic
- Find out if the library has the full text of an article
- Get access to our databases from off-campus
- Ask a librarian a question through e-mail
- Borrow something from another library
- Tell us about a book or DVD that we should buy
- See what events are going on this semester

Help! I Need a break!

Popular Reading

Leisure reading, including fiction and non-fiction best-sellers, is located on the first floor just to the right of the stairs. These books may be checked out for 14 days and can be renewed as long as there are no other requests for the material. Regular fines apply for overdue books

Popular DVDs

Popular movies and TV shows on DVD are also located on the Main Floor. These items can be checked out for 7 days at a time and renewed one time. Two DVDs may be checked out at a time by each patron and fines for overdue DVDs are \$.50/ day up to a \$10 maximum.

Library Events and Parties

Throughout the year the library hosts a number of academic and non-academic events for you to enjoy. These events often involved snacks, fun and games. Check the library's Events web page for details: <http://www.albright.edu/library/events.html>
Here are some of our annual events:

Facul-teas*
Murder Mystery*
Banned Books Week Open House
City Lights
The Edible Book Festival
Enda Semesta Fiesta
Author Discussions and Lectures*

*Experience Credit may be available for attending.



USER'S GUIDE FOR STUDENTS 2007-2008

Welcome to Gingrich Library! Our staff looks forward to enhancing your academic experience and making your time with us enjoyable. We provide not only a full range of reference services, but also AV, Blackboard and other educational technology support, as well as quiet study space. Check out our web site at <http://www.albright.edu/library/> for more information on and access to our services and resources.

Library Hours:

Monday-Thursday:	7:45am-Midnight
Friday:	7:45am-7:00pm
Saturday:	9:00am-5:00pm
Sunday:	1:00pm-Midnight

Interim, summer, holiday and between term hours vary; check hours posted at the main entrance, call 610.921.7219 or visit the website listed below.

Gingrich Library
Albright College
P.O. Box 15234; 13th & Bern Streets
Reading, PA 19612-5234
Phone: 610.921.7517
e-mail: libraryref@alb.edu
<http://www.albright.edu/library>

find it @your library!

Help! I Need...

...A Library Card

Your college ID is also your library card as long as you have a library-issued barcode on the back. It must be presented whenever you borrow or renew any library materials. If the barcode on your card is missing or damaged, please visit the Circulation Desk for a new one.



...Books

Books are arranged on the shelves by subject according to the Dewey Decimal System. General collection books may be borrowed for 6 weeks and curriculum or children's books may be checked out for 14 days with a current college ID card. Items can be renewed at the Circulation Desk for another 6 weeks if no one else has requested them. Books may be recalled by the Library at any time.

...Journals or Online Articles

The library has many full-text journal articles available via the web. These resources can be accessed directly from any campus computer or from off-campus (see below).

...Access from Off-Campus

All of the journal databases and full text articles are available from off-campus with a current college ID by logging into <http://felix.albright.edu> and following the instructions.

...Some Peace and Quiet

There are few places on campus conducive to serious studying. The Library has designated the upper two floors as Quiet Study areas. Groups are welcome to talk and work on the first floor or in the group study rooms. Please help us keep the Library quiet by behaving appropriately and NOT using cell phones.

...Help with my Research

Got a question and you have no idea where to find the answer? Have an assignment and you're not sure where to start? Have no fear, Gingrich Library has Reference Librarians on duty to assist you *one-on-one* on just such occasions. Ask us anything! The Reference Desk is located on the Main Floor of the Library. Drop in to ask a question during reference hours (see below) or have your questions answered over the phone at 610.921.7211 or work with someone via e-mail at libraryref@alb.edu.

Reference Hours:

Monday—Thursday	9:00am-4:30pm, 6:00pm-10:00pm
Friday	9:00am-4:30pm
Sunday	6:00pm-9:00pm

...Books or Films on Reserve

Occasionally, professors may arrange to have specific course-related materials held on reserve at the Circulation Desk. Most items may be used for two hours in the library and are not to be removed, although some may be loaned overnight or for a three day period. This way, we can ensure that all class members have an opportunity to view the materials in a timely manner.

...An Item that the Library Doesn't Own (ILL)

Can't find something you need in our Library? We can obtain books and journal articles not owned by Albright from other libraries usually within two weeks. This is a free service. Use the online forms at <http://www.albright.edu/library/ill> or see a Reference Librarian or ILL staff person for assistance.

...Computer Access

The Library has computers for student use. Designated computers are available for research, Blackboard, E-mail access, Microsoft Office or other applications available on the campus network. Each computer is linked to a central printer.

...Small Office Supplies

Staplers, 3-hole punches, scissors, scrap paper and other small supplies are available for students. Please see the staff at the Circulation Desk to use any of these items.

...Photocopying

The Library has several black & white copy machines available for your use. Copies can be purchased using a **Declining Balance Account** linked to your ID card. Funds may be added to your DBA by contacting the Student Accounts Office or by using the ValuePort in the campus center. These copies cost 8¢ each. Microform copies are 25¢. Cash copies are 15¢ each. Transparencies for use in library copiers must be purchased from the Circulation Desk for 30¢ each. Color copies are only available from the Print Shop located in the lower level of the campus center near the mailroom. Call 610.921.7646 for more information on color copies.

...To Know the Major Library Rules

The Library reserves the right to inspect briefcases, book bags, etc, to ascertain that library materials have been properly checked out. All patrons are required to present an ID upon request and to exit through the scanner aisle. Food, smoking or tobacco products, and drinks in open containers are not permitted in the library. Bottles with caps or mugs with lids are allowed inside the Library. Food is permitted in the outer lobby on the main floor.

Overdue book fines are 10¢ per day, reserve items are 50¢ per hour (prorated), overdue audiovisual equipment is \$3 per day, removing *Room Use Only* items is \$25 and ignoring a recall notice is \$10. **Overdue notices are sent to library patrons as a reminder of overdue materials. Failure to receive a notice does not excuse a fine.**

Theft or mutilation of library materials is considered an act of academic dishonesty and may be pursued as such.

Please take advantage of all our valuable library services and resources. We are here to help you succeed!

