

Library Guide for Undergraduates

Mary and John Gray Library, Lamar University

<http://library.lamar.edu>



Regular Hours

Monday—Thursday

7:30 a. m.—2:00 a. m.

Friday

7:30 a. m.—6:00 p. m.

Saturday

10:00 a. m.—7:00 p. m.

Sunday

2:00 p. m.—2:00 a. m.



Have questions?

Get answers!

In person

First floor of the library

By phone

Local: (409) 880-1898

Toll free: (866) 375-5565

Instant Messenger

lamar reference on AIM

292071988 on ICQ

lamar.reference on MSN

lamar.reference on Yahoo

General information

Hours **880-8117**

The library regular hours (see left) and holiday hours are posted on the library's web site and on bookmarks available at all service desks in the library.

Administration

Monday—Friday 8:00 a.m.—5:00 p.m.

Circulation

Monday—Thursday 7:30 a.m.—11:45 p.m.

Friday 7:30 a.m.—5:45 p.m.

Saturday 10:00 a.m.—6:45 p.m.

Sunday 2:00 p.m.—11:45 p.m.

Media Services

Monday—Thursday 7:30 a.m.—11:45 p.m.

Friday 7:30 a.m.—5:45 p.m.

Saturday 10:15 a.m.—6:45 p.m.

Sunday 2:15 p.m.—11:45 p.m.

Special Collections

Monday—Thursday 9:00 a.m.—6:00 p.m.

Friday 8:00 a.m.—5:00 p.m.

Study Hall

Sunday through Thursday, the first and third floors remain open from midnight until 2:00 a.m. You must present your Lamar I.D. card at the door to enter the library during these hours. Computers are available on the first floor. Study areas and restrooms are available on the third floor.

No other library services are available at these times.

Administration **880-8118**

The office of the Dean of Library Services is located on the seventh floor.

Telephones for assistance and emergencies

The stack floors (third through sixth) are unstaffed areas. Telephones are located at the computer station near the elevators. The normal phone connects directly to reference assistance. The red emergency phones connect directly to campus police.

Elevators and exits

Elevators are located at the front of the building. Stairwells are located at all four corners of the building. The rear stairs are armed with alarms and should only be used in emergencies.



Restrooms

Restrooms are on all floors but the first. They are located near the stairwells at the front of each floor.



Reception center **880-8136**

The University Reception Center is located on the eighth floor. It is available for meetings, receptions, dinners, or parties.

Library services

Check out books

880-8134

Your Lamar ID card serves as your library card, too. Undergraduates may check out up to fifty books at a time. The check-out period is three weeks. Book drops are available at the front of the library, behind the library in a drive-through lane, and at the Circulation Desk on the first floor. Fines for overdue books are handled at the Circulation Desk.



My account

You may access your library account via the library's web site. Your ID number is your student number. Your PIN is your six-digit birthday: MMDDYY.

You can renew books via your account before they are due and if no one has requested them.

Media Services

880-8537

The Media Services computer lab on the seventh floor has PCs with internet access and a variety of software. Assistance is available. Scanning and laser printing onto a variety of paper and overheads (in black and white or color) are also available.



Media Services also houses audiovisual materials and equipment. The materials do not circulate but can be used in the lab. Special arrangements may be made for class use of audiovisual materials and equipment.

Listening Lab

The library's CDs, vinyl records, and audio equipment are available in the listening lab on the second floor. Please ask at the Periodicals/Reserves Desk for access.

Research assistance

880-1898

Research assistance or general help using the library is available. Please use the contact information in the lower-left of the first page of this guide or use the "Ask a



Librarian" link on the library's web site.

Reserves

880-8980

Items in heavy demand or materials set aside for specific courses are often at the Reserves Desk on the second floor. Most of these materials must be used in the library.

The library usually does not have course textbooks, but they are usually put on reserve when available.

Some reserve materials may be available online as e-reserves. Ask your instructor if any of your course materials are available through e-reserves.

Photocopiers

Photocopiers are available on the first and second floors. Copies are ten cents a page. A change machine is available on the second floor.

Study Rooms

Rooms for group study are available on the third, fourth, and sixth floors.

Quiet Study

The fifth floor is reserved for quiet study. Please report noise problems to the Reference Desk on the first floor. Conversational noise levels should be expected in the rest of the library.



Interlibrary loan

880-8987

If you need books or articles available in the library, you can request them through interlibrary loan. Forms are available at the Reference Desk on the first floor and online via the "Interlibrary Loan" link on the library's web site.

Interlibrary loans can take up to ten days to be delivered. Materials delivered in hardcopy are held at the Periodicals/Reserves Desk on the second floor, electronic files will be made available for download.

Resources

Web site <http://library.lamar.edu>

The library's web site provides information on the library's hours and services, access to the library's catalog and databases, and more.

Catalog

The library's catalog is a searchable inventory of the library's materials—the books, CDs, DVDs, and other materials in the building as well as our growing collection of e-books. For assistance using the catalog, please ask at the Reference Desk on the first floor.

Databases and Periodicals

The library subscribes to over 100 research databases. Many of these provide access to full-text documents.



The library also has a large collection of print periodicals (newspapers, magazines, and journals). Current issues are kept on the second floor. Older issues are either in the stack floors (third-sixth) or in microfilm (second floor). For assistance using the databases for finding periodicals, please ask at the Reference Desk on the first floor.

Policies

Cell phones and audio equipment

Cell phones and pagers should be silenced while in the library. Calls can be taken in the first floor lobby.



Personal audio equipment is allowed if it cannot be heard by anyone else.

Eating and drinking

Eating is not allowed in the library.

Drinks are not allowed in the Media Lab or around any computers or electronic equipment in the library. In other areas,



Locations	
Current Periodicals	2nd Floor
Gov't Documents	2nd Floor
Media Services	7th Floor
Reference	1st Floor
Reserves	2nd Floor
Special Collections	7th Floor
Stacks	3rd-6th Floors



Call Numbers in the Stacks

A—HD	3rd Floor
HE—PN	4th Floor
PQ—QD	5th Floor
QE—Z	6th Floor

Government Documents

880-8261

The library is an United States Documents Depository and a Texas Documents Depository. Government documents can be located using the library's catalog or by using the library's government documents web site at <http://biblos.lamar.edu/gov/govmain.html>. The Government Documents Librarian on the second floor is also available to assist you.



Special Collections and Archives

The Special Collections office is located on the seventh floor. More information is available online at <http://biblos.lamar.edu/info/archives.htm>.

drinks are allowed if kept in covered containers.

Smoking and tobacco

Smoking and use of tobacco are not allowed in the library.

Minors

Children under the age of sixteen must be directly supervised at all times by a parent or legal guardian while in the library. Persons sixteen or older may be asked for identification as proof of age.