August 2014

Resources and Services for Students

Office of the Library Director, Adams Library

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James P. Adams Library

Resources & Services
for Students

July 2014

A Publication of the James P. Adams Library Director’s Office
Compiled & edited by: Ellen Morais, Assistant to the Director
Welcome from the James P. Adams Library!

The mission of a college library is to provide students and faculty with the resources, recorded knowledge and services necessary to support learning and scholarly achievement.

This handbook describes the key services and resources of the James P. Adams Library. Use these resources whenever and wherever is best for you - on or off campus, 24 hours a day, using any internet accessible device. Additional information can be found on the library website through the many links we have provided on these pages. It is our hope that you will visit the library often, become familiar with our staff and services, use the resources and, whenever necessary, for assistance.

We look forward to seeing you and wish you a successful academic year.

~ Tovah Reis
Interim Director
James P. Adams Library
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Library Hours

The James P. Adams Library is centrally located on the RIC campus. We are generally open 80 hours per week during the spring and fall semesters but follow varying schedules throughout the academic year (fall semester through summer). Our hours of operation include special schedules during intersession periods (between semesters), Spring Recess, summer sessions, and during some holidays. We also follow an extended hours period two weeks prior to final exams in the fall and spring semesters.

On the following page is a breakdown of the various schedules we follow. Library hours are always posted at the library’s main entrances and on our online calendar: www.ric.edu/adamslibrary/calendar.html. Please check for the current listing of hours. In the event of emergencies or inclement weather requiring the closing of the building, announcements will be posted on the College web page (www.ric.edu) and voicemail messages on our main extensions (401) 456-8126 and (401) 456-9617.

All public services such as checkouts, photocopying and reserves cease 15 minutes prior to the closing of the building.

Intersession Periods & Spring Recess

There are three intersession periods throughout the academic year and one week of Spring Recess:

**Intersession I (winter)** — beginning after final exams at the end of the fall semester through the start of the spring semester.

**Intersession II (spring)** — beginning after final exams at the end of the spring semester through the start of summer session I.

**Intersession III (summer)** — beginning after final exams at the end of summer session II through the start of fall semester

**Spring Recess** — one week recess after midterms during the spring semester.
Standard Hours (fall and spring):

- Monday – Thursday: 8 am - 10 pm
- Friday: 8 am - 5 pm
- Saturday: 11 am - 5 pm
- Sunday: 1 pm - 9 pm

Intersession & Spring Break Hours (some exceptions apply):

- Monday – Friday: 9 am - 5 pm
- Saturday – Sunday: CLOSED

Holiday Hours:
*The library is closed on New Year’s, Martin Luther King Jr., Memorial, Independence, Victory, Labor, Election, Thanksgiving and Christmas Days)

Columbus & Veteran’s Days 11 am - 5 pm

Extended Hours:
2 am (two weeks prior to final exams):

- Monday – Thursday: 8 am - 2 am
- Friday: 8 am - 5 pm
- Saturday: 11 am - 5 pm
- Sunday: 1 pm - 12 am

24 Hours: Begins at 1 pm on the Sunday before exams and runs through 5 pm on Friday; Saturdays open 11 am-5 pm. Final exam week follows same schedule (see online calendar for day by day detail)

Summer Hours:

- Monday – Wednesday: 8 am - 8 pm
- Thursday – Friday: 8 am - 5 pm
- Saturday – Sunday: CLOSED

For current hours check: www.ric.edu/adamslibrary/calendar.html
Library Web Page

The library website provides access to a wealth of information including the library hours, calendar, Blackboard portal, Digital Commons, LibGuides, LibAnswers, and the library catalog. Using the tabbed search boxes you can search for books, e-books, articles, journals, reserves, databases and more. Please explore the webpage: www.ric.edu/adamslibrary.

RIC ID Card = Library Card

One of the first things new students should do is obtain their RIC ID Card from the Campus Card office on the main level of the Student Union. Once activated for library use, this serves as your library card and will give you access to all library services and databases. It will also grant you access and borrowing privileges at other HELIN libraries.\(^1\) Activation can be done using our Activate Your Library Account form\(^2\) on the library homepage or in person. Once your card has been activated you will receive an email indicating that your card is ready for use. Your library account must updated yearly and must be in good standing to allow you access to most library services.

\(^1\) Materials requested from other HELIN libraries are subject to that library’s lending and access policies; information is available here: https://www.helininc.org/General/helin-library-access-policies.html.

\(^2\) Activation via the online form will take 1 business day.
Library Catalog

Rhode Island College is a member of the Higher Education Library Information Network (HELIN). When you search the library catalog from our homepage, you are searching HELIN, the shared catalog of eleven academic libraries and twelve hospital libraries (see sidebar). This catalog contains all the holdings of HELIN member libraries, about 9 million books, periodicals, media, and databases. You have options to search only RIC or specific library holdings or search all member libraries. So what if you find something RIC does not own? No problem! Most of the books and media materials in the HELIN Catalog can be requested directly through the catalog. Just click the “Request It” button (see graphic below). You will need to enter in your first and last name and 14 digit barcode from your RIC ID. A delivery service will then bring the requested materials to the HELIN library of your choice in 2-3 business days. You be notified by email when your materials are ready to pickup. To request items from Brown University, use InRhode, the shared library catalog for Brown and the HELIN libraries. Materials requested this way are delivered in the same manner described above.

Interlibrary Loan

Need something that’s not available through our library catalog? Books and periodical articles from libraries located around the world can be requested
through our Interlibrary Loan service (ILL). Requests are handled on a first-come, first-serve basis. To request materials first check the library catalog to determine if the item is already available at the Adams Library or through HELIN. Then use the online request forms located on our webpage. Requested materials will typically be available for pickup within 10 days to 2 weeks. You will be notified by email when your materials are ready for pickup at the Circulation Desk.

Borrowing and Loan Periods

Undergraduates are guaranteed for a 28 day loan period for most items. Exceptions to this rule are shown in the tables below. Borrowed materials may be renewed online through the HELIN Catalog, by phone (401-456-8126 or 401-456-9617), or in person; however any materials requested for Course Reserve or by another library patron will not be renewed.

<table>
<thead>
<tr>
<th>Books &amp; Other Materials</th>
<th>Technology</th>
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<tbody>
<tr>
<td>Books &amp; most items</td>
<td>Laptops (in-house use)</td>
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<td>Course Reserves</td>
<td>4 Hours (in library)</td>
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<tr>
<td>Professor’s</td>
<td>Laptops (outside)</td>
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<tr>
<td>CRC Kits / Large Books</td>
<td>2 Weeks</td>
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<tr>
<td>1 Week</td>
<td>iPads &amp; Nexus 7s</td>
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<tr>
<td>CDs and DVDs</td>
<td>3 Days or 2 Weeks</td>
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<td>Browsing Collection</td>
<td>Headsets</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>4 Hours (in library)</td>
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<tr>
<td>Periodicals</td>
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<td>Do Not Circulate</td>
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<tr>
<td>Reference Materials</td>
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<td>Do Not Circulate</td>
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<tr>
<td>Special Collections</td>
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<td>Do Not Circulate</td>
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NOTE: Materials requested from other HELIN libraries are subject to that library’s lending and access

Course Reserves and E-Reserves

Your professor may place videos, DVDs, books, and other materials required for use in their classes on hold with limited circulation at the Reserve Desk. Loan periods range from 2 hours to 7 days, and are decided by your professors who will let you know if there are any materials they want you to access
for their courses. These materials are identified in the HELIN catalog by the location code “RIC Reserves.” Your activated library card is required for checkout. The overdue fine for items “on reserve” is 25 cents per hour for items with a circulation of 3 hours or overnight. Materials on a two day or 1 week loan accumulate fines at 25 cents per day. For more information, see: ric.libguides.com/reserves.

**Electronic Reserves (E-Reserves)**

Many of the course materials “on reserve” are accessible via the Internet from on or off campus 24 hours a day, 7 days a week. You will need to use your library activated ID card to log into E-Reserves from the library website.

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**Printing, Photocopying, and Scanning**

The library’s public computers and laptops are networked to a print release station on the 3rd floor near the reference desk. There are four copy machines in the same area which can scan to PDF or make paper copies. The cost for black & white printing and copying is $0.05 per page. You can use campus points on your RIC ID card or purchase a print/copy card at the card dispenser in the photocopy area. Print / copy cards can be purchased for $1 at the dispenser.
and value can be added to your ID card or to a print / copy card in increments of $1, $5, $10, or $20. Change is available at the Circulation Desk. Scanning to a portable device from photocopiers is free. You’ll need a copy card to access this service; however, it will not be charged. All machines are loaded with 8 1/2 by 11 and 8 1/2 by 14 paper.

*NOTE: Printing is not available from personal laptops or mobile devices at this time. Undergraduate students receive 250 pages of free printing each semester at the Horace Mann and Whipple Hall computer labs.*

**Public Computers and Wi-fi**

The library has 40 public computers (including 2 Macs) available for use through the building. Equipped with Microsoft Office and configured for easy connection to our databases (no login necessary), you can use them to search our catalog, perform research, print or browse the web. Our open wi-fi network called RIC-GUEST can also be used with personal or library owned laptops and mobile devices.

**Microfilm and Microfiche**

The library’s collection of microfilm and microfiche contains periodicals and newspapers, unique historical documents, government depository materials and other primary sources of value for research. It can be accessed with our high-tech microfilm / microfiche reader called ScanPro. Equipped with a 24” wide screen monitor and application presets for ease of use, it can be used to access 16 and 35 mm film, negative fiche, newspaper fiche, and positive fiche. There are zoom and adjustment controls for selecting and snipping portions of the page as well as coloration controls. You can scan to PDF, save to a USB, send via email, or scan-to-print to the library’s print release station.

**Laptops & Tablets**

RIC students with library activated ID cards can check out one of our 40 laptops from the reserve desk on the main level. Twelve of these laptops can be checked out of the building for a one week loan while the remaining 28 are available for an in-library use period of 4 hours (renewable for an
additional 4 hours as long as there is not a waiting list). Equipped with Microsoft Office, they can be used for printing and accessing our databases.

All in-house loans must be returned to the reserve desk one hour before the library closes.

Adams Library also offers 30 iPads and 32 Nexus 7 tablets for loan outside of the building for either 2 week or 3 day loans. iPads come pre-loaded with apps like Blackboard Mobile and other educational apps. The Nexus 7s have a suite of Google Apps. You can also download any of your favorite apps with your Apple iTunes or Google Play accounts. Tablets cannot be renewed and there is a 24 hour waiting period before you can check out the same type of tablet again.

For more information, see: www.ric.edu/adamslibrary/technology.html

NOTE: You must have a library activated ID card and an account in good standing to check out laptops and tablets. You will need to complete a Technology & Equipment Loan Agreement form at the time of checkout. All personal data on laptops and tablets is erased upon return to preserve patron privacy. Late fees for tablets and laptops that go outside of the building accumulate at $10 / day.

Security Notice

You are responsible for your personal belongings as well as any library technology, devices (laptops and tablets) and peripherals (headsets, chargers, cables, etc) you check out at the reserve desk. If returned damaged, you will be billed a replacement fee as outlined in the Technology and Equipment Loan Agreement. Please do not leave laptops, tablets, and other valuables unattended in the building. Any suspicious activity should immediately be reported to the Circulation Desk.
**Study Spaces**

The library is here for you and we delight in your presence whether you are using our resources and services, conducting research, studying in groups or alone. To best meet your array of needs, we have designated separate spaces for group and silent study. Check the maps located through the building for additional study spaces.

**Group Study**

Group study spaces are scattered through the building, but particularly in these areas:

**Main Level (3):** The Reinhardt Room (301), Media Listening and Viewing Area in Reserves, the Browsing Area, and by various windows.

**Level 4:** The Student Group Study Room (406) and the Curriculum Resources Center.

**Levels 1, 1A, and 1B:** There are many spaces and tables ideal for group study scattered throughout the lower levels of the library but particularly by the windows of Level 1, in front of the mural on 1A and against the back wall of the mezzanine on 1B.

**Silent Study**

Whether cramming for finals or just trying to finish that research paper, we recognize that sometimes you need a quiet space to study. We have designated Level 2 as a silent study zone. Individual study carrels are scattered throughout this level for your convenience.
Media Listening & Viewing Area
Located by the reserves desk, this area includes CD, DVD, LP and VHS players for use with media placed on course reserve. Headphones are available from the Reserves Desk.

Vending Machines and Food in the Library
Three vending machines which offer a variety of snacks, juices, water, soda, coffee, tea, cappuccino, and espresso are available on the main level in the Reserves Media Listening & Viewing Area. For your convenience, we do not currently restrict food and drink in the library except in designated areas.

*In order to maintain this open food policy, we ask that you help keep our building clean and dispose of trash in the appropriate locations and we thank you for your consideration.*
Finding Information

Have a question about our resources or services? Reference librarians are ready to assist you by phone, text, email, our LibAnswers virtual reference portal, or face-to-face at the Reference Desk.

LibAnswers

Use the Ask Us Button on our homepage to submit a question. We will send you a reply via email or text. You can also search our featured, most popular, and recent questions.

Reference and Research Support

The information resources of Adams Library include print and electronic books, journals, streaming music and video, online databases, image and electronic reference collections. Not sure where to start? Find books, E-books, CDs, DVDs and more in the library catalog, available from the tabbed search boxes on our home page:

This is also where you can search for articles, educational journals and course reserves. There’s even a tab that allows you to search Google Scholar. The library subscribes to over 100 electronic databases on a wide variety of subjects. These contain articles from scholarly magazines and journals, streaming media, and E-books. Complete lists of electronic databases are available alphabetically (ric.libguides.com/az.php). Too many choices? No problem, try Academic Search (EbscoHost) for articles on a wide range of topics or search the Database by Subject link (ric.libguides.com/subjects). If you are still not sure, a list of some of our most frequently used databases is also available (ric.libguides.com/getstarted). Most databases are available
from on or off campus; however, you must have a Rhode Island College ID card activated at the library for access from off campus or the dorms. In addition to electronic databases and journals, the library also subscribes to a variety of print academic journals that are available for in-library use. If you are having trouble finding what you need, a reference librarian can help guide you in the right direction. Personal consultation for reference and research support with a reference librarian can be provided in the office located behind the Reference Desk.

Library Instruction

Your professors collaborate with librarians to create instruction for a specific course focused on the discovery, use and evaluation of library resources and information on the web. Simple sessions may cover basic search strategies and tools while more advanced sessions may include how to access and evaluate scholarly information for a specific assignment. Most Library instruction sessions are held in the Library Instruction Facility (LIF) which is located on the main level (3). Occasionally, one of our librarians may also come to your classroom to conduct a session. If you believe your class could benefit from a library instruction session, have your professor contact Tish Brennan.
OTHER ONLINE SOURCES

Digital Commons

**DigitalCommons@RIC** is a web-based portal designed to collect, preserve and provide access to scholarly works by Rhode Island College students (theses, dissertations, honors projects, etc.), RIC staff and faculty. It is a valuable resource that showcases some of our Special Collections materials and also provides access to digitized versions of college records, departmental documents, and the honors projects, master’s theses, advanced certificates and doctoral dissertations created by RIC students. Digital Commons works are “open access” making them findable via internet searches.

LibGuides

**LibGuides** are online, multimedia guides, or mini websites that pull together information and resources on specific topics. Guides are developed by librarians, library staff, and RIC faculty and are designed to be course specific or general research aids such as: Academic Integrity, Copyright, and Citing Sources, or highlight hot topics and current news events. Other guides highlight library events, exhibits resources, or services. Follow the LibGuides link on our homepage (ric.libguides.com) to access over 300 guides containing links to library materials including books, journals, and media as well as web links, YouTube videos and other information sources. LibGuides can be keyword searched, sorted by author, or subject category.
Library Collections

The library’s main collection is built around supporting the courses taught at RIC. Other collections include: Art, the College Archives and Special Collections, Faculty, Staff and Alumni Publications, Juvenile and Young Adult Literature, the Browsing Collection, Media Collections, Microforms (film and fiche), New Books, Periodicals, Public Papers, Reference, Student Projects, Theses and Dissertations. Some of these collections are highlight below.

Browsing Collection

The library rents a rotating collection of 800 popular fiction and non-fiction books intended for use as leisure and recreational reading. They are identified in our catalog as “RIC Browsing” and shelved on the library’s main level in a comfortable reading area. The loan period is four weeks. Because these books are rented, they are not able to be renewed.

Media Collections

The library’s media collections consist of CDs, DVDs and streaming media. CDs and DVDs are stored in the Browsing area on Level 3. They can be browsed by title in a LibGuide (ric.libguides.com/dvds) which is updated monthly. Streaming Media titles can also be browsed from a LibGuide (ric.libguides.com/streamingmedia). See a reference librarian if you need assistance.

Curriculum Resources Center

The Curriculum Resources Center, located on Level 4, offers a circulating collection of instructional materials and curriculum guides for all K-12 subject
areas. The CRC houses a wide variety of resources, such as activity guides, lesson plans, textbooks, and reference sources for teachers in an equally wide array of formats. In addition to printed materials, the collection includes multi-media kits, DVDs, sound recordings, visual aids, and more. The CRC also houses separate collections of juvenile fiction and young adult fiction. These materials are available to students, faculty, in-service teachers, alumni, and public school teachers for evaluation, review, and classroom use. For more information about the CRC and links to useful web sources, visit: ric.libguides.com/curriculumresourcescenter.

**Government Publications**

Adams Library is an official depository of US federal and RI state publications. Federal publications are widely accessible as electronic documents and most of these can be found and viewed through records in the library’s catalog. The print documents are located on Level 2. See a reference librarian if you need help finding or accessing government publications.

**New Books**

The library selects materials for purchase based on the principle of providing support to the academic programs offered at Rhode Island College. For quick and convenient access, newly acquired books are featured on the New Books shelves in the main lobby (Level 3) for a limited time before being integrated into our permanent collections. A list of new books is available in a LibGuide at: ric.libguides.com/newbks
Special Collections

Special Collections organizes, preserves and makes available for reference and research the official records of Rhode Island College as well as a variety of subject collections of enduring historical value. As the repository for the College’s non-current records, the Archives preserve the College’s “memory” by documenting the history, activities and development of RIC. Within it can be found records of administrations, departments, faculty, staff, students and alumni. The Special Collections of manuscripts, personal papers, artifacts, and books support the teaching mission of Rhode Island College. Topics include ethnic groups in Rhode Island, education, sociopolitical topics of the 1970’s and 1980’s and Rhode Island history.

Most of the books in Special Collections are listed in the HELIN Catalog. Lists, registers, and other finding aids are available for locating materials in the various collections. Special Collections items cannot be checked out and usage is limited to the Martha Bacon-Ronald Ballinger Reading Room. However, Faculty, Staff and Alumni Publications are displayed in the lobby on the main level, and some items from the collections, including oral histories, early college catalogs and student honors projects, theses, and dissertations have been digitized and added to Digital Commons. For more information, contact Marlene Lopes, the Special Collections Librarian, or visit ric.libguides.com/specialcollections.

Student Projects, Theses, Dissertations, etc.

Adams Library is proud of the honor’s projects, master’s theses, advanced certificate projects, and doctoral dissertations that our students create and we are pleased to catalog and include these works in our collections. Students should submit both paper and electronic copies to the library. Paper copies are bound and become a permanent part of the library’s circulation and archival collections. Electronic copies are added to DigitalCommons@RIC in order to make the academic work of students accessible and easily discoverable online. More information can be found on our website.
Quick Links

Call Number Locations:  http://www.ric.edu/adamslibrary/maps.html
Check Your Library Account:  https://library.uri.edu/patroninfo~S29
Digital Commons:  http://digitalcommons.ric.edu/
Friends of the Library:  http://ric.libguides.com/Friends
LibAnswers:  http://www.ric.libanswers.com/
LibGuides:  http://ric.libguides.com/
Library Card Activation:  http://www.ric.edu/librarycardactivation/
Library Staff Directory:  http://www.ric.edu/adamslibrary/staffdirectory.html
Online Resources (alphabetical list):  http://ric.libguides.com/az.php
Online Resources (frequently used):  http://ric.libguides.com/getstarted
Online Resources (subject list):  http://ric.libguides.com/subjects
Reserves:  http://ric.libguides.com/reserves