

LIBRARY PRIVILEGES FOR STUDENTS



EARL K. LONG LIBRARY
THE UNIVERSITY of
NEW ORLEANS

504-280-6355, library.uno.edu

Services for UNO UNDERGRADUATE/GRADUATE STUDENTS

- Book checkouts are for three week periods throughout the semester for Undergraduate students. Books can be renewed throughout the semester but must be returned at the end of each semester. Items cannot be renewed if they are overdue, requested by another person, or if you are not enrolled in the current semester.
- Renew library materials online throughout the semester at <http://library.uno.edu> and click on “Renew Materials.” You can also review your account by clicking on “My Library Record.”
- Materials not available in the library may be requested through Interlibrary Loan. Click on “Interlibrary Loan” under “Services” from the library’s home page.
- Reference help is available upon request at the Public Services Desk, by calling 280.6549, by sending an email to libref@uno.edu, or by contacting your subject specialist
- Reserve materials are provided by instructors and are located by course name and number at the Public Services Desk on the 1st floor.
- A Lost and Found is located at the Public Services Desk on the 1st floor.

UNO GRADUATE STUDENTS

- Are eligible for a LALINC Card (Louisiana Academic Library Information Network Consortium) for checkout privileges at other universities. Come to the Public Services Desk.
- Graduate students may check out books for the entire semester, but are obliged to return books if another person requests them. Books are to be returned at the end of the semester.
- Graduate students may check out bound periodicals for three hours to photocopy articles elsewhere on campus.
- UNO graduate students who are working on a library/research project (enrolled in a 7000 level course) may apply for a study carrel with the written permission of their graduate coordinator. To apply go to: http://library.uno.edu/libservices/services_forms/carrel.cfm

What you need to do: present a *current* UNO ID card to check out circulating and reserve items—check your uno.edu email account to obtain library notifications.

**Wi Fi available
in the Library**

**UCC Help Desk
280.4357**

**NEVER leave your
personal possessions
unattended in the
library.**

**Ask questions + report problems to
the Public Services Desk on the 1st floor**

FAST FACTS FOR UNO BORROWERS

Library Card: UNO ID / **Limit:** 120 items

Checkout Periods:

Books: Undergraduates: 3 weeks-renewable through the semester.

Graduates: full semester

CDs, DVDs, & Videos: 7 days +1 renewal

Reserve items: Periods assigned by instructor.

OVERDUE FINES

Books: 20¢ per day, per item

Student Government DVD: \$2.00 per day per DVD

RESERVE FINES

\$5 per day, per item for overnight, 3-day, and 1-day
or 50¢ per item, per hour for 2 hour reserve

**Library fines can delay your ability to register for
classes or request a transcript.**

LIBRARY PRIVILEGES FOR FACULTY



EARL K. LONG LIBRARY
THE UNIVERSITY of
NEW ORLEANS

504-280-6355, library.uno.edu

LIBRARY INSTRUCTION

Instruction Librarians are available to teach research and information literacy skills to your classes. The goal of a library instruction session is to develop your student's competence in finding, selecting, evaluating and using the information resources needed to successfully complete a research assignment. The content of the instruction session will be customized based on your course assignment, the ability level of your students, and the amount of class time available for instruction.

For 1000 level courses contact **Connie Phelps at 280-7273, cphelp@uno.edu**. For all other courses contact a subject specialist librarian to schedule a class. A list is available on the library's Web site: <http://library.uno.edu/libservices/instruction.cfm>

FAST FACTS FOR UNO FACULTY

LIBRARY CARD: UNO ID

LIMIT: 120 ITEMS

**LOAN PERIOD FOR BOOKS:
1 ACADEMIC YEAR - RENEW
OR RETURN EVERY MAY**

**BOUND PERIODICALS: 3
DAYS**

**CDs, DVDs, LPs, & VIDEO:
7 DAYS + 1 RENEWAL**

BOOK CIRCULATION

Faculty may check out books for one academic year. The due date is in May. To renew books for another year, faculty must bring the books to the Public Services Desk. Because all items are subject to recall, faculty members should return items by the revised due date specified in the recall notice.

PERIODICAL CIRCULATION

Faculty may check out bound periodicals for three days. Loose, current periodicals may be checked out for three hours to photocopy articles or use articles elsewhere on campus.

INTERLIBRARY LOAN

Faculty may request books and articles that UNO does not own from other libraries. Fill out and submit an interlibrary loan request form on the library's Web site: <http://library.uno.edu/libservices/interlibrary.cfm>

BORROWING, IN-PERSON, FROM OTHER LIBRARIES

Faculty may request a LALINC Card (Louisiana Academic Library Information Network Consortium) from the Public Services Desk. Present both the LALINC card and your UNO ID card to check out books at other Louisiana academic libraries.

E-RESERVES & COURSE RESERVES

Faculty can make some reserve items available to students through your Blackboard courses. Faculty may also place books, CDs, DVDs, LP's and video on reserve for their classes to use, designating the length of the check-out period for each item (two hours, overnight, three days, or seven days). See the Library's Web site for more information: <http://library.uno.edu/libservices/reserve/index.cfm>

FACULTY CARRELS

Faculty who are working on library or research projects may apply for a study carrel. Application forms are available on the library's Web site at: http://library.uno.edu/libservices/services_forms/carrel.cfm

PROXIES

Faculty may designate a UNO staff person or graduate student to check material out in their name. To designate a proxy and set this service up, faculty are requested to come, in person, to the Public Services Desk.

BOOK PURCHASE REQUESTS

If you would like to suggest that the library purchase a particular title, you may contact the subject specialist librarian for your department (see http://library.uno.edu/help/sub_special.html for contact information) or simply fill out the book purchase request form on the library's web site: http://library.uno.edu/libservices/services_forms/bpr.cfm