

Summer Programs & University Libraries

2009 ♦ Information for Instructors

www.lib.umd.edu/UES/summer_programs.html



The Big Picture

The University of Maryland Libraries are rich in print, online and non-print resources. This large collection of over 3 million books and 32,000 journal titles is housed in 8 libraries:

Art Library

www.lib.umd.edu/ART

Hornbake Library (Nonprint & Special Collections)

www.lib.umd.edu/GBK

Architecture Library

www.lib.umd.edu/ARCH

McKeldin Library (Main campus library)

www.lib.umd.edu/MCK

Chemistry (White Memorial) Library

www.lib.umd.edu/CHEM

Performing Arts Library (Michelle Smith)

www.lib.umd.edu/PAL

Engineering & Physical Sciences Library

www.lib.umd.edu/ENGIN

Shady Grove Library (Located in Rockville, MD)

www.lib.umd.edu/shadygrove

Library hours, locations & getting students help with research!

Libraries' home page is: www.lib.umd.edu

During summer the Libraries offer reduced hours: www.lib.umd.edu/PUBSERV/hours_all.html

See the attached map for library locations or visit: www.lib.umd.edu/PUB/campus_map.html

Library staff are available to help students in-person or online: www.lib.umd.edu/help.html

Are you wanting a library tour? Research orientation?

Are you wanting to arrange a tour or orientation for your students?

Even though the Libraries do not provide walk-through tours of its buildings, services or collections, we do welcome your requests to schedule an orientation session, especially when students are conducting research for an assignment. Librarians want to collaborate with you to help students find reliable information, choose appropriate keywords & resources, & learn how to navigate the library's layout.

Submit your request for an orientation session: www.lib.umd.edu/UES/summer_requestform.html

Will you be dropping by the library with your class?

Yes, come by! Bringing a small group of students to the library works best. Should you want to bring a larger group (i.e. more than 15 students), please give us advance warning by calling **301-314-7224** and speak to the *Coordinator of McKeldin Library Information & Reference Services*. Our goal is to accommodate as many visitors as possible during the summer months. Be mindful that various campus and visiting summer groups are competing for limited library computer and staff resources.

Library computers: Filters? Word? Email? Flash drives?

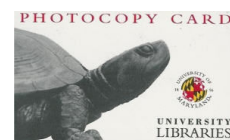
Be mindful that library computers *do not have filters* to screen out controversial materials. Computers are available on a first-come, first-served basis. Library computers are installed with complete Microsoft Office capabilities, e.g., *Word, PowerPoint, Excel*, and allow for Web email access. Advise students to bring a flash drive with them since one cannot store work on library computers. All users need to abide by the University's **Policy on the Acceptable Use of Information Technology Resources**: www.nethics.umd.edu/aup/index.html

Printing & photocopying in the Libraries

If your students have been issued a UM I.D. card they may add money to it and use it to print and photocopy materials in the Libraries. Contact the campus' *Terrapin Express Office*: **301-314-8068** or dining.umd.edu/terrapin

Summer students issued UM I.D. cards *need to activate their I.D. cards first* before Using them; to do this ask students to go to: www.oit.umd.edu/new/student.html
Contact the campus' *Office of Information Technology* for assistance: **301-405-1500**

If your students have not been issued a UM I.D. card, they may purchase a Visitor's Card at any campus library and use it to print and photocopy library materials. Contact the *McKeldin Copy Shop*: **301-405-9057** or www.lib.umd.edu/COPY/



Study spaces: Individual & Group

Group Study Rooms (that accommodate about 8 people) are available on the 2nd floor of McKeldin Library, on a first-come, first-served basis. Campus libraries offer quiet individual study areas to students.

Laptops & Wireless Access

Student may bring their laptops to the libraries and plug them in for personal use. Wireless access to the Internet via the campus network is limited to those students who have been issued a UM I.D. card. Summer instructors may request **guest wireless access** for their students by contacting the campus' *Office of Information Technology* at: **301-405-1500**

Policies we need your help enforcing:

Behavior: Campus libraries are places for work and study. We assume that your students possess the appropriate levels of maturity to be productive in a scholarly environment. Please help by discussing the **Code of Conduct for Library Users** with your students: www.lib.umd.edu/PASD/code/

No Food / No Drink Policy: All campus libraries are no-food, no-drink zones except for water in clear closed containers. Please help us by reviewing why eating and drinking are not permitted in the libraries with your students: www.lib.umd.edu/TSD/PRES/food.html

Theft: Students who have been issued a UM I.D. card may borrow library items. Any person caught improperly removing materials from the library will be detained and campus police will be called.

Lost & Found

In McKeldin Library, the Lost & Found is located at the 1st floor Information/Reference Desk. Unfortunately, theft of personal items is a problem throughout the libraries. Advise students to bring as little as possible with them to safeguard losing items or having them stolen. The campus police serve as the University's general Lost & Found; call: 301-405-3555 (a non-emergency number).