**Library Basic Information**

**Library Card**
Use your JBU ID card

**Checkout Periods and Loan Limits**
- **Books:** up to 20 books for 21 days.
- **Juvenile Picture Books:** up to 7 books for 7 days
- **DVDs:** Film library 2 days; other films in library use only.
- **Games:** up to 2 for 2 days

**Renewals**
Materials may be renewed twice in person, by phone, by email, or by logging into your profile in the library catalog.

**Course Reserves**
Material placed on reserve by your instructor and textbooks for most core courses are available at the circulation desk. Check out period is 3 hours and items must stay in the library.

**Copiers and Printers**
Use your JBU ID card. Copiers have a “scan to PDF” function that you can use to email copies to yourself. To print, be sure to select “Color Copier on Impression.”

**Library Study Rooms**
- Individual and group rooms are available on demand or can be reserved by calling x7202.
- Presentation practice with classroom technology is available in room L132.
- Connect up to 8 devices on one screen with the ELMO Huddle space in room L212 or use the SmartBoard in room L218.
- Check out keyboards and remotes for the equipment at the circulation desk.

**Fees and Fines**
- No daily overdue fines for most items.
- Materials are considered lost when 14 days overdue. Lost or damaged materials are billed for replacement cost + $25 processing fee.
- $1/day overdue fines for the following categories:
  - ILL books
  - Reserve books
  - Books that have been recalled
- $4 service fee for ILL books ordered but never picked up.

**Contact Us**
- **Circulation:** 479.524.7202
- **Reference:** 479.524.7153
- **Interlibrary Loan:** 479.524.7276
- **Director:** 479.524.7191
- **Archives:** 479.524.7207
- **Instructional Services:** 479.524.7355
- **Fax:** 479.524.7335
- **Circulation email:** Library@jbu.edu
- **Research Help:** AskA librarian@jbu.edu

**Undergraduate Student Information**

**Library Hours**
- **Monday-Wednesday**
  - 7:30 a.m. – 2:00 a.m.
- **Thursday**
  - 7:30 a.m. – Midnight
- **Friday**
  - *7:30 a.m. – 10 p.m.
- **Saturday**
  - 10:30 a.m. – 6:00 p.m.
- **Sunday**
  - 2:00 p.m. – 2:00 a.m.
- *Library opens 7 a.m. weekdays for computer/photocopier access; circulation service begins at 7:30. Hours subject to change; exceptions will be posted.*
Interlibrary Loan (ILL)
Items not available in our collection may be obtained from other libraries through our interlibrary loan service. Use your ILLiad account to request items. Most books will arrive in a few weeks. Articles will arrive digitally and can be accessed using ILLiad. Loan periods for ILL books are established by the lending library. Contact the ILL librarian at ill@jbu.edu for questions or renewals.

Archives
JBU Archives, located in the Alumni Welcome Center, 1635 Holly Pl., contains documents, artifacts, and special collections available for research. Materials must be used on-site, but many queries can be answered by email. Contact mschwartz@jbu.edu for assistance. Appointments required for in-person visits.

Writing Center
Visit www.jbu.edu/writing-center/ to make appointment or to view style guides to help you cite your sources.

Finding Materials

Library Website
http://www.jbu.edu/library

Finding Articles
A wide variety of academic journal databases, ebook collections, and other materials are available online through the library website. Choose “Resources for All Subjects” and then select a resource to search from the relevant subject area. If off campus, when prompted enter your JBU username and password.

Finding Books
Use the “Books” tab of the JBU Library Search tool on the library homepage.

One Search
Unsure of where to start? Choose the “All” tab on the JBU Search tool on the library homepage.

Reference and Research
Reference and research assistance can be found in several ways:
- In person at the research desk in the library
- Phone: 479.524.7153
- Email: AskALibrarian@jbu.edu
- Chat: use the tool located in the lower right corner of the library website

Reference Desk Hours
Monday– Thursday
10:00 a.m. – Noon
1:00 p.m. – 5:00 p.m.
6:00 p.m. – 10:00 p.m.
Friday
1:00 p.m. – 5:00 p.m.

Service hours are subject to change due to staff availability. When in-person service is unavailable, use chat or email. Requests made on weekends will be answered the next business day.

Help
If you are having trouble locating materials please contact the research help desk in person, chat, email, or phone.