

# 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 to 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](mailto:Library@jbu.edu)

Research Help: [AskAlibrarian@jbu.edu](mailto:AskAlibrarian@jbu.edu)

JBU Library

## 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](mailto: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](mailto:mschwartz@jbu.edu) for assistance. Appointments required for in-person visits.

## **Writing Center**

Visit [www.jbu.edu/writing-center/](http://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.

### **Help**

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

## **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](mailto: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.