



The University **Libraries system** on the CU-Boulder campus includes **five branch libraries**—Business, Earth Sciences, Engineering, Math/Physics, and Music—and **Norlin Library**, housing Archives, Government Publications, Special Collections, East Asian, and Science libraries. **Reference and Instructional Services** in Norlin provides instruction for and reference assistance to the social sciences and humanities collections in the Norlin stacks, basement, Periodicals Room, Art/Architecture collection, and Media Library. The **Circulation Department** in Norlin serves all the departments within Norlin and registers all new borrowers. **Interlibrary Loan** in Norlin Circulation also serves the branch libraries. The Law Library is located in and administered by the Law School.

**This system, a constantly expanding network of resources, connects you with:**

- Dedicated **librarians and staff** who provide reference assistance, consultation, and instruction
- The largest **library collection** in the Rocky Mountain region—more than eleven million books, periodicals, government publications, audio-visual materials, microforms, maps, manuscripts, papers, and electronic sources
- Many more resources available through **Chinook, the online catalog**. *Chinook* provides access to the University Libraries collection, the holdings of most Colorado libraries and many library systems nationwide and periodical and information databases. Access *Chinook* at <http://libraries.colorado.edu/>.
- **Exhibits, art shows, events, lectures**, and a useful and informative **website** at <http://ucblibraries.colorado.edu/>

The Libraries hours are listed in the campus directory, as are phone numbers for departments, branches, and subject bibliographers. Visit our **website** at <http://ucblibraries.colorado.edu/> for additional information and to connect to the electronic catalog.

#### **Hours**

<http://ucblibraries.colorado.edu/about/hours.htm>

#### **Telephone Numbers**

<http://ucblibraries.colorado.edu/about/staff.htm>

#### **Borrowing Privileges**

<http://ucblibraries.colorado.edu/circulation/patrons/index.htm>

#### **Accessing Electronic Resources**

<http://ucblibraries.colorado.edu/research/findarticles/index.htm>

#### **Bibliographers/Purchase Requests**

<http://ucblibraries.colorado.edu/services/bibliographers.htm>

#### **Carrels - Graduate and Faculty**

[http://ucblibraries.colorado.edu/about/carrels\\_grad.htm](http://ucblibraries.colorado.edu/about/carrels_grad.htm)

[http://ucblibraries.colorado.edu/about/carrels\\_fac.htm](http://ucblibraries.colorado.edu/about/carrels_fac.htm)

#### **Interlibrary Loan**

<http://ucblibraries.colorado.edu/ill/index.htm>

#### **Printing and Copying**

<http://www.colorado.edu/cpi/index.html>

<http://ucblibraries.colorado.edu/about/copyservices.htm>

#### **Proxy Cards**

[http://ucblibraries.colorado.edu/circulation/patrons/faculty\\_staff.htm](http://ucblibraries.colorado.edu/circulation/patrons/faculty_staff.htm)

#### **Reference and Instructional Services**

<http://ucblibraries.colorado.edu/services/instruction.htm>

#### **Reserve**

<http://libraries.colorado.edu/screens/reserve.html>

#### **University of Colorado Technical Research Center**

<http://ucblibraries.colorado.edu/ctrc/index.htm>

#### **Wireless Access**

<http://ucblibraries.colorado.edu/about/wireless.htm>

#### **Map and Parking Information**

<http://ucblibraries.colorado.edu/about/map.htm>

For more information go to <http://ucblibraries.colorado.edu/index.htm>

### Norlin Building Hours:

Mon-Thurs	8 <sup>AM</sup> - Midnight
Friday	8 <sup>AM</sup> - 11 <sup>PM</sup>
Saturday	10 <sup>AM</sup> - 11 <sup>PM</sup>
Sunday	NOON - 11 <sup>PM</sup>

**Hours are subject to change and vary** in Norlin departments, branch libraries, and during summer, exams, intersession, and for holidays. For the most current schedule, please call the appropriate location or check the website [http:// ucblibraries.colorado.edu/ttp/iaa/hours.htm](http://ucblibraries.colorado.edu/ttp/iaa/hours.htm)

### Telephone Numbers

INFORMATION	303-492-8705	Government Publications	303-492-8834
Archives Department	303-492-7242	Interlibrary Loan	303-492-6176
Art/Architecture Collection	303-492-3966	Map Library	303-492-7578
Billing Questions	303-492-0826	Math/Physics Library	303-492-8231
Book renewal by phone	303-492-7477	Media Library	303-492-6930
Business Library	303-492-8367	Music Library	303-492-8093
Circulation Information	303-492-7477	Periodicals Room	303-492-6941
Dean & Director of Libraries	303-492-7511	Reference	303-492-7521
Earth Sciences Library	303-492-6133	Science Library	303-492-5136
East Asian Library	303-492-8822	Special Collections Department	303-492-6144
Engineering Library	303-492-5396		

### Borrowing Privileges

**UCB students, faculty, and staff must present the university-issued photo identification card** to check out material. You can use your BuffOne card to avoid lines by checking out materials yourself at self checkout machines in Norlin Circulation and some of the branches. **Public Patrons** may apply for a library card at the Norlin Library Circulation Desk.

### Loan Periods

**Books** circulate to undergraduate students for 28 days (four weeks) graduate students and faculty/staff for 180 days (6 months) with the exception of short-period loan items. The length of the loan period will be shortened if an item is recalled by another borrower, and the current borrower will be notified of the change. Bound **journals** circulate only to faculty and graduate students for 2 days and are non-renewable. Unbound journals have special restrictions.

### Returning Books

During library hours, please return books to the appropriate library circulation desk. After hours, you may use the outside book drops. We encourage patrons to obtain **receipts** for books returned to CU Boulder Libraries. We discourage returning our books to non-CU Boulder libraries. Overdue charges are calculated based upon the date items are received at CU Boulder Libraries. **Course reserve items must** be returned to the lending library.

### Renewals

Book renewals may be made **in person** at the circulation desk, by **calling** 303-492-7477, by **e-mail**, or through the “**My Chinook**” option in *Chinook*. Staff and faculty may renew an unlimited number of times, unless a recall has been placed on a title. Library notices are sent to students electronically by e-mail. A list of your current checkouts may also be accessed through the “My Chinook” option in *Chinook*.

### Overdue and Lost Charges

Information on overdue and lost charges, as well as on requesting recalls and traces is available at <http://ucblibraries.colorado.edu/circulation/cpm/>.

## Accessing Electronic Resources

<http://ucblibraries.colorado.edu/research/findarticles/index.htm>

From “**Find Articles & More**” on the front pages of the Libraries website and *Chinook*, you can find **links** to research databases, full-text online journals, periodical indexes and abstracts, digital collections, directories, encyclopedias, dictionaries and other reference works, arranged alphabetically and by subject area. UCB students, faculty and staff may access these resources online from outside the Libraries. Most of the *Chinook* databases are licensed solely for the use of current UCB students, staff, and faculty. These databases are available to anyone from on-campus locations. To access these resources online **from a remote location**, however, you must be authenticated as a CU-Boulder employee or student. Information on ways to access these databases from a remote location is available at <http://ucblibraries.colorado.edu/research/remote.htm>, <http://ucblibraries.colorado.edu/research/configurations.htm>, <http://www.colorado.edu/its/accounts/index.html>, and <http://vpn.colorado.edu/>.

## Bibliographers and Purchase Requests

<http://ucblibraries.colorado.edu/services/bibliographers.htm>.

Bibliographers are responsible for the selection of books and journals purchased by the Libraries. Bibliographers welcome purchase suggestions from the faculty, staff, students, and general public. Because bibliographers are assigned subject areas based on their undergraduate or graduate training or experiential expertise, they provide bibliographic instruction to advanced undergraduate or graduate classes. They are also available for personal appointments to discuss research projects or problems.

## Carrels — Faculty and Graduate Students

[http://ucblibraries.colorado.edu/about/carrells\\_fac.html](http://ucblibraries.colorado.edu/about/carrells_fac.html)

Study carrels are available by semester to **faculty and graduate students**. Carrels are reserved on a first-come-first-served basis. All regular full-time members of the University faculty on active status are eligible for faculty study carrels. **Faculty** carrel **application forms** are available from the Office of the Associate Director for Public Services, Norlin Library, N408. **Graduate student** carrels may be **reserved** by coming to the **Circulation Desk** and presenting a valid UCB ID. Renewal options are available. A \$5 refundable key deposit is required.

## Interlibrary Loan

<http://ucblibraries.colorado.edu/ill/how.htm>

Currently enrolled students, faculty and staff of the University of Colorado at Boulder may use Interlibrary Loan (ILL) to request material that is not available in the Libraries, including books, theses and dissertations, musical scores, some microforms, and periodical articles. Please **check *Chinook* before** submitting an interlibrary loan request.

If you are requesting a book, check the **Prospector** database also. With a single search you can identify and borrow materials directly from 24 academic, public and special libraries and the Center for Research Libraries and have them delivered to Norlin Circulation. You will need a BuffOne card number (the last ten digits beginning with 500xxxxxx) to order on Prospector.

If the book you want is not available through Prospector or you need an article, submit your ILL requests electronically through **ILLiad**, which requires an Identikey user name and Identikey password. Once registered to use ILLiad, you may check your account at any time to check on the progress of your requests, modify any unprocessed requests, cancel a request, or request a renewal. Materials take 2 days to several months to arrive, and you will be notified via email. Photocopies will be sent to your campus box or home address, or posted to the web. Books will be held at Norlin Circulation. The loan period, renewal options, and any restrictions are determined by the lending library.

**Printing & Copying** <http://www.colorado.edu/cpi/index.html>, <http://ucblibraries.colorado.edu/about/copyservices.htm>

In response to increasing costs and environmental concerns about wasted materials, the Campus Printing Initiative requires that all library users pay for printing from campus computers. A **full-service** copy center and **self-service** copy area are located on the second floor of Norlin Library, in addition to coin/vendacard-operated machines throughout the building and the branch libraries.

**Proxy Cards (for Teaching and Research Assistants)** <http://ucblibraries.colorado.edu/about/proxycards.htm>

CU Boulder faculty may authorize a representative to check out materials on their account. A proxy card will be issued upon presentation of a signed letter on letterhead stationery which states the representative's name and ID number, and the professor's name and ID number. Proxy cards are valid for one semester and may be renewed at the written request of the faculty member. The authorizing faculty member assumes full responsibility for any library transaction made by the proxy in her or his name, including any penalties earned for failure to return recalled books, lost or damaged materials, etc.

**Reference and Instructional Services** <http://ucblibraries.colorado.edu/reference/>

### Reference Services

The faculty and staff of the Reference and Instructional Services Department serve the campus community and visitors by providing general and specialized research services and collections in the social sciences and humanities.

Contact us:

Live: First Floor, Norlin Library

Phone: 303-492-7521

Email: [reflib@colorado.edu](mailto:reflib@colorado.edu)

24/7 Online Reference: <http://ucblibraries.colorado.edu/about/askcolorado.htm>

### Instruction Sessions

We collaborate with teaching faculty to provide instruction sessions tailored to their research and curricular needs. Instruction sessions are available during regularly scheduled class times and should be arranged at least two weeks in advance. Use our Library instruction Request Form: <http://ucblibraries.colorado.edu/services/instructionform.htm> or call 303-492-7521.

**Reserve** <http://ucblibraries.colorado.edu/circulation/ereserves/index.htm>

Faculty and teaching assistants may **place materials on "Reserve"** for use by the students enrolled in their classes. To place material on electronic reserve, go to <http://ucblibraries.colorado.edu/circulation/ereserves/guidelines.htm> and follow the instructions. To place non-electronic materials on Reserve, fill out a **reserve request form** available at the circulation desk of the appropriate library (Norlin, Media, or branch library). Circulation staff will secure books from the stacks, and recall or trace any books that are missing. Volumes in reference collections, journals, rare/valuable books, or materials from other libraries may not be placed on Reserve. If we do not own a book requested for Reserve, it will be ordered, but a timely arrival cannot be guaranteed. We can also include professors'/departments' copies of books or journals. Faculty determines the loan periods (choices are 2, 4, 24, or 72 hours). Materials are generally available for check out within 4 working days.

<http://libraries.colorado.edu/screens/coursereserves.html>

To **access electronic reserves**, users will need to authenticate with an Identkey. CU photo identification is required to check out non-electronic materials at reserve desks. The check out period is typically 2, 4, 24 or 72 hours, and a patron may check out 5 items at one time. Electronic reserves materials may be printed, downloaded to a computer, or read on screen. To access listings of professors' reserve materials, including links to their electronic reserves, go to the Reserve listing in the Chinook on-line catalog and search either by professor's name or the course number.

The University of Colorado Technical Research Center -- CTRC -- offers document delivery and custom research services to businesses and professionals in Colorado and throughout the world using the University of Colorado Libraries collections plus an international network of library catalogs, online resources and databases. CTRC is an on-demand, fee-based information service of the University Libraries. Operating with over 25 years of experience, CTRC specializes in knowing where to look for information and how to obtain it.

**Wireless Access in the Libraries**

<http://ucblibraries.colorado.edu/about/wireless.htm>

An 802.11b wireless protocol is available in the Norlin and branch libraries to connect to the campus network using a compatible WLAN card. To connect to the wireless network with your own laptop, a wireless network card is required, which could be built-in or a separately purchased PCMCIA card. Check the ITS website for recommendations on purchasing a wireless card as well as complete installation instructions at <http://www.colorado.edu/its/wireless>. A wireless coffee shop is located in the 1<sup>st</sup> floor northwest corner. Maps of coverage areas are available at <http://ucblibraries.colorado.edu/about/wireless.htm>. Laptop computers are available for checkout to UCB students only in the Norlin Media Library and the Math Physics Library for use in those areas only.

**Norlin and Branch Library Locations**

The map below shows the locations of University Libraries buildings on the UC-Boulder campus. At <http://ucblibraries.colorado.edu/about/parking.htm> you will find parking, as well as, campus and Boulder area information.

