

The primary mission of the James C. Kirkpatrick Library is to address the information needs of the campus community by supporting the educational programs of the University; teaching library users how to locate, obtain, and evaluate information; and providing an environment conducive to research, study, and social and cultural activities.

The secondary mission of the James C. Kirkpatrick Library is to support the information needs of all citizens of Missouri, and, to the extent possible, the national and international community.

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Services and Facilities

ACCESSIBILITY SERVICES

A Kurzweil Audio Reader, a Braille dictionary and Bible, and an adaptive technology computer with Internet access are provided for the visually impaired.

A teletypewriter (TTY) is available in Circulation for the hearing impaired.

Persons needing assistance should ask any library staff. Locations: Accessibility computer equipment—1st floor Harmon Computer Commons; Braille dictionary and Bible—2nd floor, southwest alcove.



ACCESS SERVICES

Comprised of the following units: Circulation, Information Desk, Interlibrary Loan, Delivery Services, Reserves, and Third Floor Desk. See each entry for a detailed description.

BOOK DROP

Three interior book drops are located on the first floor, one on each end of the Circulation/Reserves Desk and one at the Circulation/Information Desk. An outside, 24-hour book drop is located to the left (north) of the main entrance to the library and a drive-up book drop is located on the east side of the building on the curb of the dock driveway.

BROWSING AREA

This collection includes best sellers.

Location: 1st floor, Room 1100.

CHANGE

Change is available at the Circulation Desk or from change machines. Change machines are located on the 2nd floor near the photocopiers and on the 3rd floor near the Service Desk. Change machines will change bills (\$1, \$5, and \$10's) to dimes only.



CIRCULATION

All materials are checked out at Circulation. Photo identification **MUST** be presented. For information phone 4283. Location: 1st floor, Room 1100.

Loan Periods for Circulating Books

FACULTY AND GRADUATE ASSISTANTS	12 WEEKS
STAFF	4 WEEKS
GRADUATE AND UNDERGRADUATE STUDENTS	4 WEEKS
ALUMNI	4 WEEKS
PUBLIC PATRON	4 WEEKS



See **PATRON SERVICES SCHEDULE** (pages 22-23) for loan periods of specific materials.

LOST BOOK CHARGES—include the processing fee, late fee, and book replacement price.
RECALLS—may be permitted if materials are not available through MOBIUS. Recalls must be initiated at the circulation desk by circulation staff.

REMOTE RENEWAL—is available by the following means: phone (660-543-8276); email (renewal@libserv.ucmo.edu); through Quest “View your library account” (quest.missouri.edu); or by U.S. mail to: Circulation Services
James C. Kirkpatrick Library
Warrensburg, MO 64093

All materials are due on the last day of finals at which time materials must be physically returned to the library. Patrons **MUST** provide specific information to have a remote renewal processed. For further information go to <http://library.ucmo.edu/circulation/>, or contact Circulation, phone 4283.

COMMENTS/SUGGESTION BOXES

Location: 1st, 2nd and 3rd floors and Harmon Computer Commons. Comments may also be submitted online using the form linked to the library website.

COMPUTER SUPPLIES

The Harmon Computer Commons has some computer supplies available for purchase from the front desk, including floppy disks [\$1 ea], CD/DVDs [\$1.75], 100 meg zip drives [\$10], and 1 G thumb drives [\$15], and ear buds [\$5].



COPY CARDS

JCKL copy cards allow patrons to make copies for \$.07 each. Copy cards may also be used for GoPrint prints for \$.10 each. Cards are available for sale at the circulation desk. Each card costs \$1; funds deposited in any copy machine may be encoded as cash value on the card. Location: 1st floor, Circulation.

COPY MACHINES

MICROFORM—copying from microfiche/microfilm to paper. Cost \$.10 per page or copy. Dimes only. Location: 2nd floor, near Reference computers

PAPER—self-serve copying from paper to paper.

Cost per copy: \$.10 cash, \$.07 with a copy card or Central ID.

Locations: 1st floor, near the Circulation desk; 2nd floor, near Periodicals; 3rd floor, near the service desk; and in the Harmon Computer Commons.

COLOR COPIES—available in the Harmon Computer Commons.

Cost: per copy: \$.75—single sided



COPYRIGHT SERVICES: OFFICE OF COPYRIGHT INFORMATION

Serves as copyright information resource for faculty and staff. Contact Suzanne Schelp, University Copyright Specialist, phone 8379. Location 1st floor, Room 1340.

DELIVERY SERVICES

Library materials can be delivered and/or picked up for faculty, staff, and graduate teaching assistants. Arrangements are to be made in advance and only to specific campus locations. Phone 4016. See also DELIVERY SERVICES, page 29.

DISABLED ACCESS

Elevators, automatic door openers, drinking fountains, and restrooms are ADA accessible. See also ACCESSIBILITY SERVICES, page 4.



DISTANCE LEARNING CLASSROOMS

Two-way interactive system for use in courses with participants at local and remote sites. Students can see, hear, and talk to each other simultaneously. For scheduling or technical support call Extended Campus & Distance Learning, phone 4984. Location: 1st floor, Rooms 1423 & 1429.

EXHIBITS

Display cases on the first floor are available for use by University organizations. To reserve a display case, contact the Dean's Office, phone 4140. Location: 1st floor.



FAX

Fax messages may be sent at the Interlibrary Loan office during regular office hours (8:00-5:00) A received fax may be picked up at no charge at the Circulation counter during library hours. Charges for sending faxes are \$1.50 per page in the U.S. and \$3.00 per page internationally. Fax number: (660) 543-8001. Location: 1st floor, Room 1145, phone 4508.



FLEXIBLE CLASSROOMS

For scheduling or technical support, contact Harmon Computer Commons Service Desk, phone 4196. Location: 1st floor, Rooms 1260, 1264, 1268.

FRIENDS OF THE LIBRARY

Membership is open to any individual, business firm, or group. Membership to Friends of the Library provides an opportunity for contributions to library collections and services. Contact the Dean's office, phone 4140.

GROUP STUDY ROOMS

To reserve a group study room contact 3rd floor desk (8806). All rooms contain computer workstations requiring network login credentials. Keys for the study rooms may be checked out at the 3rd floor desk, phone 8806.



HARMON COMPUTER COMMONS

Networked PCs and MACs are available on a first-come, first-served basis, and provide access to software, the Internet, Quest (library catalog), email, and class assignments. Faculty may schedule any of the four computer classrooms for hands-on instruction. Research aids, tutorials, supplementary material, and typewriters are available in the Computer Common's Info Central. Staff are available for assistance, phone 4196. Web page: <http://library.ucmo.edu/hcc/>. Email: hccteam@libserv.ucmo.edu. Location: 1st floor, Room 1250.

HELP USING THE LIBRARY

Library Services offers a variety of instruction sessions. Open tours of the library are scheduled at various times at the beginning of each semester. Contact Jerry Brown, phone 8838.

Special workshops are scheduled throughout the semester (see WORKSHOPS, page 11). Contact the Dean's Office, Room 2234, phone 4140.

HONORS COLLEGE

Contact Interim Dean Joseph Lewandowski or Traci Butler, Administrative Assistant, phone 4633. Location: 1st floor, Room 1450.



INFO ONE

The library newsletter is published annually and can be accessed electronically at: <http://library.ucmo.edu/publications/infoone/index.htm>. For information contact Linda Medaris, phone 8844.

INFORMATION CENTRAL

The Harmon Computer Commons has a number of unique computer programs available on workstations located in the northeast corner of the open lab. Professors can have course-specific software loaded here, and students can access these on a first-come, first-served basis. For additional information about specific programs or having software loaded phone 4196.

INFORMATION/CIRCULATION DESK

Patrons may check-out and return materials at the Information/Circulation Desk as well as obtain general information about the campus and library, phone 4565. Location: 1st floor, Room 1100.

INTERLIBRARY LOAN (ILL)

Books or copies of periodical articles not available at the James C. Kirkpatrick Library or through MOBIUS may be obtained from another library by ordering online through ILLiad. Patrons must set up an ILLiad account (one time) and complete the online order form. ILLiad is accessible at <https://illiad.ucmo.edu/> or through links on the library web page. For more information, visit <http://library.ucmo.edu/ill/>. Email: ill@libserv.ucmo.edu
Location: 1st floor, Room 1145, phone 4508.

JAMES C. KIRKPATRICK OFFICE

James C. Kirkpatrick served as Missouri Secretary of State from 1965 to 1985. Upon retirement, his office was moved from the state capitol to Ward Edwards Library. It is now located in the James C. Kirkpatrick Library. Location: 2nd floor, east center.

JIMMY K's

Snack and drink vending machines are located in Room 1350. Jimmy K's also provides tables, chairs, a microwave oven, data ports, and wireless internet access. Location: 1st floor.

KURZWEIL READER

See ACCESSIBILITY SERVICES, page 4.

LAPTOP LOAN SERVICE

A limited number of laptop computers are available for loan to currently enrolled UCM students. Students must provide proof of enrollment; no deposit is required. Loan period is three days, with renewal based on availability. For more information consult page 27, or visit <http://library.ucmo.edu/circulation/policylaptop.htm>. Laptops are available at the Circulation Desk, 1st floor, phone 4283.



LOCKERS

May be rented for \$2 per semester. Contact Circulation, phone 4283. See also LOCKER RENTALS, page 28.

LOST AND FOUND

Contact Circulation, phone 4283. Location: 1st floor, Circulation Desk.

MEDIA PREVIEW ROOMS

Six rooms contain workstations with interactive web cameras and software for creating podcasts. One room has a data projector. Contact Circulation, phone 4283. Location: 1st floor, circulation area.



MOBIUS

(Missouri Bibliographic Information User System) is a consortium of over 60 Missouri college and university academic libraries, the Missouri State Library, plus a growing number of public libraries. These libraries are organized into 14 clusters. Current students, faculty, and staff can search the MOBIUS online catalog and request books directly from this consortium. For help with this service, contact the reference desk, phone 4154.

OPHELIA GILBERT ROOM

Provides exhibit space for the Philip A. Sadler Research Collection of Literature for Children and Young Adults and the general Special Collections. The room is named for Ophelia Gilbert, a longtime Central faculty member, children's librarian, and co-founder of the Children's Literature Festival. Contact Special Collections Office, phone 4306 or Reference Desk, phone 4154. Location: 2nd floor, Room 2440.

PICK-UP ANYWHERE

Items requested through MOBIUS may be designated for pick-up at UCM or at any MOBIUS affiliated library. Pick-up location must be indicated at the time of request.

PUBLIC PATRON CARD

Public Patrons may apply for charge out privileges upon payment of a user fee. Patrons must present a picture ID with proof of address and social security number. For complete information, see page 21, or contact Circulation, phone 4283.

QUEST

Quest, the library's online catalog, is accessible at <http://quest.missouri.edu/>. See also LIBRARY CATALOGS, pg.13 For assistance using Quest, contact the reference desk, phone 4154.

QUIET AREA

The third floor is a designated quiet area in the library.

READ AND RELAX AREAS

Several areas have been set aside for casual reading and relaxing. Location: 1st, 2nd, & 3rd floor front rotunda areas.

REFERENCE AREA COMPUTERS

A limited number of computers are available for research in the reference area (2nd floor). From these computers, patrons may save information to a disk or USB drive, or print to a self-service print station. Prints cost \$.10 per page. A limited number of open access computers are available for public use. They do not require a login and provide access to the internet. Login computers provide access to the internet, Microsoft Office, and SPSS.

REFERENCE DESK

Staffed by librarians and library assistants.

Monday through Thursday..... 7:30am–9:30pm.

Friday 7:30am–6:00pm.

Saturday 10:00am–6:00pm.

Sunday..... 1:00pm–9:30pm.

Extended hours are staffed by graduate assistants. Hours are adjusted during finals week, summer sessions, semester breaks, and some holidays. <http://library.ucmo.edu/>.

Location: 2nd floor, phone 4154.



SEMINAR ROOMS

These rooms have a seating capacity of 16. A white board and data projector are available. For scheduling and technical support, contact the Dean’s Office, phone 4140.

Location: 2nd floor, rooms: 2305, 2405.

STUDENT EMPLOYMENT

Information and applications are available online at <http://library.ucmo.edu/about/studentemp.htm>

SUBJECT BIBLIOGRAPHERS

Library faculty serve as departmental liaisons and provide a variety of services including collection development, specialized instruction sessions, bibliography preparation, and special research bibliographies. See page 19 for a list of faculty bibliographers.

TELEVISED NEWS

A big-screen television is available for viewing national and local news. News programming is aired continuously during library hours. Inquire at the reference center for station information. Location: 2nd floor, newspaper alcove (near Room 2305)

TRANSPARENCIES (Thermal)

Black ink—\$.40 each; Harmon Computer Commons, Room 1250.

TTY

Teletypewriter for the hearing impaired to communicate with Circulation or ask for Reference assistance. Phone: (660) 543-4756. Location: 1st floor, Circulation.

TYPEWRITERS

Location: Harmon Computer Commons, Room 1250.

VACEK FACULTY RESEARCH ROOMS

Semi-private study rooms with cubicles for faculty use. For information including availability and reservations, contact the Dean's office, Room 2234, phone 4140. Location: 3rd floor.

VENDING MACHINES

Snack and drink vending machines are located in Room 1350. Refer to guidelines on page 31 for restrictions on food and drink in the library. Location: 1st floor.

WEB SITE

Current information about Library Services is maintained on the World Wide Web at:
<http://library.ucmo.edu/>.

WORKSHOPS

Each fall and spring semester, non-credit and short courses are offered on a variety of topics, including computer software applications. For information, contact the Harmon Computer Commons, Room 1250, phone 4196.

Library Resources and Services Online

For a complete listing of library databases see
<http://library.ucmo.edu/resources/databases.htm>

Online services at the James C. Kirkpatrick Library include library catalogs; indexes and full-text databases of informational sources; electronic books and government publications; bibliographic organization tools, tutorials and research guides, “ready-reference” tools; communications links to library reference advisors; and general information. Online library services may be accessed from the library website at <http://library.ucmo.edu>.

ELECTRONIC DATABASES AND INDEXES

JCKL subscribes to several electronic databases that provide indexing to various informational resources. Many of these provide access to the full text, in either HTML or PDF formats, or both. Most databases are freely available to the UCM community on- or off-campus. A few of these resources can only be accessed at the reference area computers. Databases can be selected from lists arranged alphabetically or categorized by subject. Off-campus access requires verification of UCM computer credentials. A few examples of these resources included the following:

MULTI-SUBJECT FULL TEXT DATABASES, including *Academic Search Complete*, *Jstor*, *LexisNexis*, and *Opposing Viewpoints*.

MULTI-SUBJECT INDEXES (no full text), including *Article First* and *Dissertation Abstracts*.

FULL-TEXT NEWS DATABASES, including *Wall Street Journal*, *Historical New York Times*, *Newsbank*, and *U.S. News (LexisNexis)*.

FULL TEXT REFERENCE RESOURCES, including *Encyclopedia Britannica*, *Funk & Wagnalls New World Encyclopedia*, *Credo Reference*, *Biography Reference Bank*, *Oxford Reference Online*, and *World Almanac (LexisNexis)*.

SUBJECT SPECIFIC DATABASES AND INDEXES provide access to information categorized by discipline. Current library subscriptions cover a wide variety of fields in the areas of arts and humanities, business, communication, computing, criminal justice, education, law, library science, life science, social science, and technology. A complete list of subject specific databases may be accessed at <http://library.ucmo.edu/resources/subjectsdb.htm>.

TRIAL DATABASES

New databases under consideration by the library are often made available on a trial basis. The library encourages patrons to explore these databases and provide feedback to the library. Trial durations vary. <http://library.ucmo.edu/resources/trials.htm>.

LIBRARY CATALOGS: Quest & MOBIUS

JCKL collection holdings are cataloged in *Quest*. This catalog allows patrons to locate books, journals, newspapers, government documents, videos, and other materials owned by the library in print or electronic formats. Patrons may utilize *Quest* to renew books, check due dates, request materials from other libraries, or place a hold on an item already checked out. *Quest* may also be used to browse all course reserves, and access those reserved in electronic format. *Quest* does **not** identify articles in magazines, journals, and newspapers; most government documents published before 1994; or individual titles in large microform sets, such as ERIC.

Quest is accessible on- or off-campus at <http://quest.missouri.edu>, or from the library webpage under "Library Catalog." Searches can be limited to JCKL holdings, or expanded to the entire *Quest* cluster which includes the library catalogs of UCM, Central Methodist University, Missouri Valley College, and State Fair Community College.

MOBIUS is a consortium of academic libraries (and some public libraries) in Missouri. The *MOBIUS* catalog enables library users to search all member catalogs simultaneously. Books may be requested and delivered to any *MOBIUS* member library. This service is limited to members of the UCM community. The *MOBIUS* catalog is available on- or off-campus, and may be accessed through *Quest* (see above) or directly at <http://mobius.missouri.edu/>.

ONLINE SEARCH TOOLS & TUTORIALS

ELECTRONIC JOURNAL SEARCH identifies JCKL's print and electronic subscriptions of periodical literature. Patrons may search or browse by journal title or subject. Search results provide holdings information as well as a link to available online editions. A related function of electronic journal search allows patrons to cross-search for full-text context from one database to another. <http://library.ucmo.edu/resources/ejournals.htm>.

CENTRAL SEARCH allows library users to search for information across many library databases simultaneously. Any number of databases may be selected for searching from an alphabetical list or from lists grouped by subject area. Searches may be conducted by title, author, keyword, or subject. <http://wd8cd4tk5m.cs.serialssolutions.com/>.

LIBRARY TUTORIALS and subject research guides offer assistance for locating information within specific disciplines or categories. Tutorials also help patrons learn how to navigate and utilize various online library resources. <http://library.ucmo.edu/tutorials/>.

BIBLIOGRAPHIC MANAGEMENT

REFWORKS allows users to store, organize, and format citations in a personal, internet accessible database. Citations may be downloaded directly from most library resources, or input by hand. Formatted citations can be exported directly to the user's document. <http://library.ucmo.edu/resources/refworks/>.

ONLINE RESEARCH ASSISTANCE

JCKL provides research assistance via email or chat. Reference staff may be emailed at reference@libserv.ucmo.edu, or reached via instant messaging through AOL Instant Messenger, MSN Messenger, and Yahoo Messenger systems. During fall and spring Semesters, chat reference is available the following hours:

Sunday–Thursday: 7:30 am–9:30 pm

Friday: 7:30 am–6:00 pm

Saturday: 10:00 am–6:00 pm

Hours are adjusted during finals week, summer sessions, semester breaks, and some holidays.

OFF-CAMPUS ACCESS TO LIBRARY RESOURCES

To use library periodical databases, patrons must either use a computer on the Central campus or enter their Central User ID and PIN password. UCM Student ID and password formats are described below

User ID = three initials of name, last 4 digits of Student ID, and 0

Example: abc12340

Students with no middle initial are assigned an "x"

Example: axc12340

Password = your PIN. The default PIN is your birth date:

Example: 011886 for January 18, 1986

Default PINs must be changed to a personally selected PIN prior to accessing databases. Some returning students may need to use the last four digits from their Social Security Number instead of their Student ID number. PINs can be changed online at <https://pam.ucmo.edu/>. It may take an hour or two before the change takes effect. The system is available from Monday to Friday, 7:30am to 7:30 pm.

Logins for the UCM network, UCM Email, and Blackboard are the same as above

CAN'T GET TO LOGIN SCREEN?

The client may be using the internet from behind a firewall that blocks the ports needed to use the proxy server. This is very common in public K-12 schools. In order to use library resources, the network administrator will need to open up ports 2048 through 2648.

CONTACT THE HELP DESK

If all efforts to login fail, contact the Help Desk at 660-543-4357 (24 hours a day, 7 days a week). Walk-in help is available at 0414 Ward Edwards 7:30 am to 7:30 pm Monday through Friday (hours vary for summer sessions and breaks). Email inquiries may be sent to helpdesk@ucmo.edu. More information regarding the help desk is available online at <http://www.ucmo.edu/x10523.xml>.

Collections

AUDIO BOOKS

The JCK Library owns audio books in to different formats.

Playaways - This is a digital audio book that is loaded on a compact 2 ounce device. No additional equipment is needed. The units come with a lanyard for increased portability.

CD's - Many of the audio titles are on CDs. They can be played anywhere you have a CD player.

Location: Reserves.

Loan period: 2-4 weeks.

BEST SELLERS

Selected books from the previous six months of the *New York Times* Best Sellers list are located in the browsing area. (Older best sellers are in the collection on the 3rd floor and circulate as normal books.)

Location: 1st floor, Room 1100. Loan period: 2 weeks.

CHILDREN/YOUNG ADULT COLLECTION (CYA)

Fiction and nonfiction juvenile books.

Location: 3rd floor, Northeast and Northwest alcoves.

Loan period: 4 weeks.



CIRCULATING BOOKS

The James C. Kirkpatrick Library has over 446,000 books in the circulating books collection available for check-out.

Location: 3rd floor.

Loan period: Varies, see Circulation, page 4.

CURRICULUM COLLECTION

Includes textbooks and other materials used for classroom instruction in elementary and secondary schools.

Location: 3rd floor, northeast corner. Loan period: 4 weeks.

E-BOOKS

JCKL subscribes to several collections of electronic books that provide online full-text content. All E-book selections may be accessed through the library catalog. Most E-book collections may also be accessed from the A to Z list of databases linked to the library website. Content is accessible to all patrons from computers within the library. Off-campus access is restricted to the UCM community and requires login credentials. E-book collections currently include ABC-CLIO e-Books, Credo Reference, Humanities E-Book, Net Library, Oxford Reference Online, Safari Books Online, and Wright American Fiction 1851-1875.

ESSIG COLLECTION

A collection of historic musical instruments. For further information, contact Dr. Carla Maltas in the Music Department, phone 4160. Location: 1st floor, Room 1416.



GOVERNMENT DOCUMENTS

The documents area, with over 670,000 items, includes the Federal Depository collection (60% selection) and the Missouri Depository collection (materials published by Missouri State Agencies). <http://library.ucmo.edu/govdocs/resources.htm>
Location: 2nd floor, south. Loan period: 4 weeks.

INDEXES

JCKL's most commonly used literature indexes are in electronic format and may be accessed from the A to Z list of databases found on the library website. Most are available on and off campus. These resources index a variety of informational sources including journals, newspapers, legal research, research reports, and dissertations. Many of these indexes also provide electronic full-text content for indexed documents. See also ELECTRONIC DATABASES AND INDEXES, page 12

The library also maintains a collection of subject-specific print periodical indexes. This collection is shelved alphabetically by title at the beginning of the Reference Collection. Location: 2nd floor, Reference.

MAP COLLECTION

Includes various maps: USGS topographical and geological maps, Defense Mapping Agency maps, etc. Location: 2nd floor, north rotunda area.



MEDIA COLLECTION

Includes DVDs, videotapes, slide tape sets, audiotapes, CD audio, kits, laser discs, and various multi-media items. Consult the library catalog for location of specific items.



MICROFORMS COLLECTIONS

These include: *C&JD (Crime and Juvenile Delinquency)*, *ERIC (Educational Resources Information Center)*, *KinPubs (Kinesiology Publications—formerly HPER)*, *NCJRS (National Criminal Justice Reference Service)*, and *NewsBank*. For more information contact Reference, phone 4154. Location: 2nd floor, northeast.



OVERSIZED BOOKS

X precedes the call number.

Location: 3rd floor, southwest alcove.

Loan period: Varies, see Circulation, page 4.

PERIODICALS

The library subscribes to approximately 1,150 periodicals in print, and over 40,000 periodicals electronically. The most recent issues (6 –12 months) are in the Current Periodicals 2nd floor, with older issues on compact shelving to the north. Bound periodicals may be checked out overnight and have a late fee of \$5.00 per day. A limit of one single issue periodical may be checked out overnight and has a late fee of \$5.00 per day.

Current popular magazines are available near the copy machines on 2nd floor. Current newspapers are on the 2nd floor, east. Older issues of selected newspapers are on microfilm in the Microforms Collection. These include: *The New York Times*, *The Wall Street Journal*, *St. Louis Post Dispatch*, and *The Kansas City Star*.

Location: 2nd floor, Room 2150.



REFERENCE COLLECTIONS

Reference books are identified with REF above the call number. Along with traditional reference sources, the library maintains extensive legal and government documents reference collections. Assistance is available at the Reference Center. Generally, reference materials do not circulate.

Location: 2nd floor, south.

PHILIP A. SADLER RESEARCH COLLECTION OF LITERATURE FOR CHILDREN AND YOUNG ADULTS

This is a collection of books, manuscripts, and other materials from authors and illustrators of children's literature. Location: Adjacent to the *Ophelia Gilbert Room*, 2nd floor, south, Room 2440. For access contact Special Collections, phone 4306, or Reference, phone 4154.

RESERVES

Reserves is a closed stack area located at Circulation.

COURSE RESERVES—Instructors place materials (e.g., pamphlets, books, tests, videos, etc.) here for restricted loan periods. Staff must retrieve materials for patron use, phone 4283. Location: 1st floor Circulation.

ELECTRONIC RESERVES—enable students to access the full text of copied articles and book chapters via the Internet on or off campus. Follow the links under the Course Reserves tab in Quest.

SPECIAL COLLECTIONS

The following collections are available for research: old/rare books, including early imprints; Isaak Walton's *Compleat Angler*, autographed books, Virginia Scott Miner Collection of Contemporary Poetry; bible/hymnal collection; nursing history collection; the Civil War collection; the Espy Capital Punishment Collection; and MASL Reader Incentive Award collection. Loan period: In-house use only.

For access contact Special Collections, phone 4306, or Reference, 4154.

Location: 2nd floor, south. Hours: Monday through Friday, 7:30am–4:30pm.

UNIVERSITY ARCHIVES & MUSEUM

Contact Dr. John Sheets, Director, phone 4649.

Hours: Monday through Friday, 9:00am-4:00pm.

Location: 1st floor, Room 1470.

VIDEOS

Videos, including many feature films, are located in a browsing collection on the 3rd floor. Additional videos are located in Reserves (1st floor, Circulation).



Check Quest for specific location.

Loan period: Varies, students—3 days, Faculty/Staff/GA—2 weeks.

Catalog Location Code

Library Location

UCM Best Sellers	1st floor, southwest alcove (within security gates)
UCM Children Fic [fiction]	3rd floor, northwest alcove
UCM Children Non F [non-fiction]	3rd floor, northeast alcove
UCM Circ [circulating collection]	3rd floor
UCM Curr Alcove [curriculum]	3rd floor, east (north of study area)
UCM eJournals	Internet access only
UCM Gov Document	2nd floor, south (compact shelving)
UCM Gov Document Fiche	2nd floor, south (file cabinets behind reference center)
UCM Law Coll [collection]	2nd floor, south (southeast of reference collection)
UCM Map Coll [collection]	2nd floor, north of rotunda
UCM Oversize Alcove	3rd floor, southwest alcove
UCM Periodicals	2nd floor, north
UCM Ref Alcove	3rd floor, southeast alcove
UCM Reference	2nd floor, south
UCM Reserves	1st floor, circulation desk
UCM Spec Coll Research [special collections]	2nd floor, inquire at reference center
UCM Video	3rd floor, east (south of study area)

Faculty Bibliographers

Jerry Brown, Assistant Professor

Room 2458 (x8838)

brown@libserv.ucmo.edu

Criminal Justice	Recreation
Dietetics	Sociology
Fashion Merchandising	Social Work
Hotel/Restaurant Administration	Tourism

Marian Davis, Assistant Professor

Room 2462 (x8850)

mdavis@ucmo.edu

Agriculture	Earth Science
Biology	Physics
Biochemistry/Chemistry	Chemistry
Safety Sciences	

Jim Dutton, Assistant Professor

Room 2220 (x8817)

duttonj@libserv.ucmo.edu

Automotive Technology

Aviation

Electronics Technology

Rob Hallis, Associate Professor

Room 1226 (x8002)

hallis@libserv.ucmo.edu

Music

Mark Love, Associate Professor

Room 2448 (x8515)

love@libserv.ucmo.edu

Africana Studies	History
Anthropology	Military Leadership
Geography	Political Science
Government Documents	

Les Lynam, Associate Professor
Room 2262 (x8780)
lynam@libserv.ucmo.edu
Computer Aided Drafting & Design Technology
Graphics
Photography

Karla Massia, Assistant Professor
Room 2258 (x4848)
kmassia@libserv.ucmo.edu
Athletic Training
Health Education
Physical Education

Linda Medaris, Associate Professor
Room 2452 (x8844)
medaris@libserv.ucmo.edu
Construction Technology
Industrial Management/Technology
Manufacturing Management

Scott Norwood, Associate Professor
Room 2450 (x4149)
norwood@libserv.ucmo.edu
Communication Disorders
Nursing
Psychology

Cheryl Riley, Professor
Room 2254 (x8810)
riley@libserv.ucmo.edu
Communications
Women's Studies

Alice Ruleman, Assistant Professor
Room 1150 (x8895)
ruleman@libserv.ucmo.edu
Religious Studies

Carol Smith, Assistant Professor

Room 2460 (x8639)

csmith@libserv.ucmo.edu

Accounting

Arabic

Economics

Finance

Legal Studies

Management

Marketing

Barbara Wales, Professor

Room 2254 (x4797)

wales@libserv.ucmo.edu

Academic Enrichment

Business Education

Career & Technology Education

Child & Family Development

Counselor Education

Education Foundations & Literacy

Elementary & Early Childhood Education

Family Consumer Science

Instructional Technology

Library Science

School Administration

Special Education

Steve Walker, Assistant Professor

Room 2256 (x8784)

walker@libserv.ucmo.edu

Art

English

Modern Languages

Philosophy

Reference

Theatre

Youbo Wang, Assistant Professor

Room 2218 (x8795)

wang@libserv.ucmo.edu

Computer Information Systems

Computer Science

Mathematics

Naomi Williamson, Associate Professor

Room 2444 (x4306)

williamson@libserv.ucmo.edu

Children/Young Adult Literature

Curriculum Lab

Philip A. Sadler Research Collection

Special Collections

LIBRARY RULES

Patron Services Schedule

Patron Group	Services Currently Offered
<p>All users</p> <p>The services and resources listed to the right are available to all library users.</p>	<p>Accessibility equipment</p> <p>Wireless environment</p> <p>Harmon Computer Commons guest login</p> <p>Reference assistance</p> <p>Use of library materials within library</p> <p>Meeting/study rooms</p> <p>In-building access to subscription databases</p> <p>Access to Quest, the online catalog</p> <p>Access to Internet at reference</p> <p>Fee-based fax service</p>
<p>Fee-paying users who are not current UCM faculty, staff, or students</p>	<p>Book loan: 4 weeks with fee (\$15 initial/\$10 renewal)</p> <p>Nonprint loan: 3 days with fee (\$25 initial/\$20 renewal)</p> <p>ILLiad*</p>
<p>Undergraduates</p>	<p>Book loan: 4 weeks Access to MOBIUS and ILLiad*</p> <p>Nonprint loan: 3 days Locker rentals</p> <p>Laptop loan: 3 days</p> <p>Remote access to subscription databases</p>
<p>Graduate students</p>	<p>Book loan: 4 weeks Access to MOBIUS and ILLiad*</p> <p>Nonprint loan: 3 days Access to Graduate Study Room</p> <p>Laptop loan: 3 days Locker rentals</p> <p>Remote access to subscription databases</p>
<p>Graduate Assistants</p>	<p>Book loan: 12 weeks Access to MOBIUS and ILLiad*</p> <p>Nonprint loan: 2 weeks Access to Graduate Study Room</p> <p>Laptop loan: 3 days Locker rentals</p> <p>Remote access to subscription databases</p>
<p>Students who are currently not enrolled but need access to complete coursework</p>	<p>Remote access to subscription database: requires network login. Network login is extended three semesters after last enrollment, then upon application through department chair. Borrowing privileges (including MOBIUS and ILLiad*) may be requested through teaching faculty.</p>
<p>Distance students</p>	<p>Same as other students</p> <p>Library materials can be delivered via US Postal Service (for Summit Center by courier)</p>

Patron Group	Services Currently Offered
Dual credit students	Same as other undergraduate students
KC REACHE students	Same as fee-paying users (w/o fee for book loan) with presentation of "courtesy card."
UCM Graduates	Same as fee-paying users (w/o fee for book loan)
Current faculty	Book loan: 12 weeks Nonprint loan: 2 weeks Remote access to subscription databases Access to MOBIUS and ILLiad* Locker rentals Laptop loan is arranged through the Center for Teaching and Learning (rather than the library)
Current staff	Book loan: 4 weeks Nonprint loan: 2 weeks Remote access to subscription databases Access to MOBIUS and ILLiad* Locker rentals Laptop loan is arranged through Center for Teaching and Learning (rather than the library)
Adjunct faculty	Remote access to subscription database: requires network login. See dean or department chair to arrange network login which typically expires one year from appointment. Borrowing privilege: same as current faculty Locker rentals
Retired faculty and staff	Book loan: 4 weeks Nonprint loan: 3 days Remote access to subscription database: requires network login. At retirement may request extended network login good for three years. Renewable upon request. Locker rentals

*MOBIUS is the Missouri Bibliographic Information User System. It is a library consortium of academic and some public library institutions throughout the state of Missouri. Holdings of all member institutions can be viewed in one catalog. Patrons are able to initiate borrowing requests directly through the system without the mediation of library staff.

ILLiad is the library's automated interlibrary loan system. Use ILLiad to request all books not available through MOBIUS and all photocopies (journal articles & book chapters).

Patron Appeals Process

When a patron believes that a library decision regarding the use of library materials or equipment provided by the area authority is incorrect, he/she may initiate an appeal.

The appeal must be in written format and either mailed or delivered to the Library: Attn Library Patron Appeals Committee, c/o Dean of Library Services, 2234 Kirkpatrick Library, Warrensburg, MO 64093-5020. A return address, as well as all pertinent information must be included with the appeal. When appropriate, copies of receipts, canceled checks, or other documents must be included to support the appeal.

An employee of the library involved in the issue, normally the area supervisor, will be asked to convene the Patron Appeals Committee, provide information on the background of the issue, along with any documentation that supports the area's decision, but will have no vote on the outcome. The Office of the Dean of Library Services will conduct the process to select the voting members of the Patron Appeals Committee.

The voting members of the Patron Appeals Committee will include one classified staff member and one library faculty member drawn by lot from the pool of employees not associated with the area involved in the issue. A student employee of Library Services will also be appointed to serve. The student employee will not be employed in the area involved in the issue and will be appointed by either the Department Chair of Public Services or the Department Chair of Technical Services in the most expedient manner possible. The three voting members of the board will review the complaint, including letters and documentation from the complainant and the information provided by the area involved and will make a recommendation for resolution of the matter within 10 class days after the written appeal is received.

A written response from the Patron Appeals Committee will be postmarked and sent by the Office of the Dean not more than 15 days from the initial receipt of the letter of appeal. The committee reserves the right to request more information. The "burden of proof" lies solely with the individual raising the issue.

6/2008

Overdue Fines and Billing Fees

The James C. Kirkpatrick Library charges various fines and fees on specific patron categories when materials are not returned or renewed in a timely manner. Fees addressed in this document may differ from fines and fees levied by institutions other than the University of Central Missouri, specifically when materials are borrowed through Quest, MOBIUS, or ILLiad (interlibrary loan).

Overdue Fines Schedule

AV Equipment	\$1.00 per day
Best Sellers	\$0.25 per day
Course Reserve Items	\$1.00 per hour
Curriculum	\$0.25 per day
DVDs and Other Media Items (includes Audio Books)	\$1.00 per day
Government Documents	\$0.25 per day
Juvenile Collection	\$0.25 per day
Laptop	\$75.00 per day
Maps	\$0.25 per day
Periodicals	\$5.00 per day
Reference Materials	\$5.00 per day
Regular Books	\$0.25 per day
Special Permission Items	\$5.00 per day
Study Room & Media Preview Room Keys	No Fines

Overdue Notices

Please note when a library account reaches a maximum money owed threshold, all charge out privileges are blocked. Accounts must be brought into compliance before privileges can begin again. All overdue fines continue to accrue until the items are returned, renewed, or billed.

Certain special items, such as reference, bound periodicals, reserve materials, etc., will have a shorter timeline for overdue notices, and there may sometimes be only one notice via email before a bill is sent. It is extremely important to know when materials are due back to the Library.

- 1st overdue notice is sent one day past due to the email address in the patron record. For enrolled students this must be your UCM student email account.
- 2nd overdue notice is typically sent when the item is one week overdue, mailed to the address listed in the patron record. Mailing address information can be updated through the student Banner account.
- 3rd overdue notice is typically sent when the item is two weeks overdue. These are mailed to the address listed in the patron record.
- 4th notice is a bill for the item, plus overdue charges, plus a billing fee. The default billing fines and fees total \$90.00 for each item reaching this stage. If materials are returned after an item reaches the billing notice stage, the replacement and overdue charges will be waived. A \$15.00 billing fee will stay on the account and payment is expected.

Student Laptop Loan Service

The James C. Kirkpatrick Library provides a Student Laptop Loan service to currently enrolled students at the University of Central Missouri. This service is partially funded by student technology fees.

- 1) A limited number of laptop computers are available to currently enrolled students on a first-come first-served basis. Determination of current enrollment will be through an unexpired patron record in the Quest Circulation module. Full time employees of the University of Central Missouri who are taking classes must show proof of current enrollment in order to borrow a laptop. One method of proof can be in the form of a printed student schedule.
- 2) Laptops will be loaned through checkout at the Circulation/Reserves desk for a three day circulation period without a deposit or daily rental fee.
- 3) Renewal requests must be made in person at the Circulation Reserve Desk with laptop in hand on the due date set forth in the contract agreement.
 - ◇ Laptops may be renewed one time for another three day period if the unit is not reserved by another student and if there are other laptops available for students to check out. Additional renewals are not permissible.
 - ◇ Renewals must be made between the library's opening hour and one hour prior to the library's closing.
 - ◇ Extension of the loan period will be noted on the library copy of the contract agreement.
 - ◇ Telephone, email remote renewals, online renewals, and voice mail messages are not acceptable renewal methods. If a reservation for the laptop has been made by another student, the laptop must be returned to the Circulation/Reserves desk at the agreed upon date and time according to the signed contract agreement.

Due to the time needed to restore setting and recharge batteries on incoming computers, laptops may be on hand but not available for loan.

- 4) Students must comply with check-out and check-in procedures of the Circulation/Reserves staff. It may take ten to fifteen minutes at both check-out and check-in, during which time the library staff will verify the computer is in working order and all the components are in place. The student must remain at the Circulation/Reserves desk until cleared to go by the library staff.
- 5) Students must fully complete a contract agreement each time a laptop is borrowed.
- 6) An individual user may check out only one laptop at a time.

- 7) Available equipment can be booked in advance through the Circulation/Reserves Desk. In order to assure equal access to all students wanting laptops, there must be a minimum of one day between each booking/checkout period (of up to 6 days including one renewal) per patron. The borrower will not be guaranteed a specific computer. Booked equipment that is not picked up on the first day of the booking will be released for others to use the second day of the booking period.
- 8) Equipment must be returned in the same operating condition as when it was borrowed, including all peripherals and accessories. The borrower is responsible for the security of the computer and any damage or loss that results from misuse or neglect. Charges for the repair and/or replacement of equipment and accessories may be assessed to student accounts, according to established university property guidelines.
- 9) A laptop must be returned or renewed prior to one hour before library closing time on the day it is due according to the signed contract agreement in order to allow staff adequate time to ready it for the next use.
- 10) A late fee of \$75 a day will be charged if the unit is not returned by the agreed upon return date and time. If all the peripherals are not returned with the laptop, a charge may be assessed to student accounts, according to established university property guidelines.
- 11) Campus Public Safety may be notified by the library if a laptop is not returned promptly, according to the contract agreement.
- 12) Due to maintenance and inventory needs, laptops will not be loaned between semesters.
- 13) Students take full responsibility for the compatibility of any software they may load, and the library limits technical support to ensuring the prepared system on the computer is operational. All laptops are “cleaned” upon return to restore the hard drive and desktop to its original settings. User files will be deleted and cannot be recovered.
- 14) Borrowers needing assistance with modem and/or Internet settings should work with their individual Internet service providers.
- 15) The Library does not guarantee the compatibility of loaned laptops with data projectors or other types of equipment.

Recommended by Library Services Council May 2, 2005. Revised Feb. 5, 2007. Revised March 5, 2008.

Revision Approved by the Dean of Library Services March 5, 2008.

Locker Rental

Students currently enrolled at the University of Central Missouri may request a locker rental from over 90 lockers located on the first, second, and third floors of the James C. Kirkpatrick Library. Students must present a valid ID at the Circulation Desk and pay any rental fee in advance.

Lockers are available for rent at the beginning of Fall, Spring, or Summer sessions. The rental fee is \$2.00 per session and is not prorated. All lockers will be cleared at the end of each session and rental of another locker may be initiated at the beginning of the next session.

Lockers are available on a first-come basis. A waiting list will be established in the event all lockers are assigned. Students on the waiting list will be notified when a locker becomes available.

Lockers are secured by a combination lock and Library staff will not disclose a student's locker number, location, or lock combination to others.

Lockers may be used for storage of personal belongings and checked-out library materials. The storing of food, drink, and spillable materials in lockers is prohibited.

The University of Central Missouri and the James C. Kirkpatrick Library assume no responsibility in the case of loss or damage to personal items.

Library staff may randomly inspect lockers. Any unauthorized materials found in a locker, including all library materials not properly checked out, will be removed and a notice will be left in the locker stating such action has been taken. Two offenses will constitute a loss of client privilege to rent a library locker. Library staff will clear the locker and any personal items may be claimed at the Circulation desk and treated as "Lost and Found" articles. Unclaimed items will be discarded after one semester. At this point the library ceases to be responsible for items removed from lockers.

Lockers are cleared by one work week (five business days) following the last day of finals in any given session. Items left in the locker will be removed and treated as "Lost and Found" articles. Unclaimed items will be discarded after one semester. At this point the library ceases to be responsible for items removed from lockers.

If damage to rental lockers is discovered during inspection or upon clearing, the renter's account will be charged the greater of a cost recovery fee for repairs or \$25.00. Damages can result from, but are not limited to, general misuse, spills, or storage of pressurized materials.

Delivery Services

The James C. Kirkpatrick Library provides a delivery and pick-up service of library materials to current faculty, staff, and teaching graduate assistants at the Warrensburg campus. Faculty at other locations should contact the Distance Learning Librarian to make those special arrangements.

1. Requests for delivery/pick-up should be made as far in advance as possible, but no later than 24 hours in advance of the desired delivery/pick-up.
2. Requests may be made in person in JCKL Room 1145, (ILL--next to Circulation/Reserve Desk), by phone (campus extension 4016), or by e-mail (JCKLDelivery@libserv.ucmo.edu) or (westerhold@ucmo.edu).
3. In response to specific requests, Library staff will deliver/pick-up at designated locations throughout the campus. Please indicate delivery/pick-up date when request is made. A list of the designated locations can be found at the end of this document. PLEASE NOTE: the library does not make automatic rounds throughout campus like the mail. Requests for this service must be made known as outlined in item 2 above.
4. Delivery rounds to specific locations of the day will begin at 9:00 a.m. and 3:00 p.m. The time required to complete the rounds for any one time will vary according to quantity of scheduled delivery stops and/or amount of materials.

Designated Delivery/Pickup Locations

Art Annex	Hum 300	TRG 210
Art Center 120	Hum 327	TRG 318
Broad Street 306	Hum 410	UHC 106
COT 103	Lovinger 1111	Union 121
COT 203	Lovinger 2130	Union 224
Grin 009	Lovinger 2190	Utt 111
Grin 120	Lovinger 3300	Ward Edwards 1600
Grin 126	Lovinger 4101	WCM 106
GSB Main Office	Martin 41	WCM 222
Hum 100	Martin 126	WCM 306
Hum 127	Martin 136	WCM 408
Hum 216	Martin 236	Wood 8
Hum 225	Martin 336	Wood 136
	MPB 203	Wood 203

Computer Usage & Behavior Rules

Patron workstations are provided to support the educational, research, and informational activities of the University of Central Missouri community. The use of these computers is a privilege. It requires that individuals use the resources appropriately. This understanding governs this document, other relevant library and university policies (including UCM Acceptable Use Guidelines), and all applicable federal, state, and local laws. It is expected that public patrons not affiliated with the university will produce a photo ID with a birth date upon request by library personnel.

- ⇒ Computer workstations are available throughout the library. A number of computers that do not require a logon are available on the second floor of the library and designated as Open Access. Selected computers on first and third floors are designated Quest catalog only.
- ⇒ Patrons must have a valid logon to utilize the Harmon Computer Commons (HCC) computers. All computers in HCC are secured by a password. UCM students, faculty, and staff have accounts established through Information Services. Should an account be inoperable, he/she can be given a temporary account for a one day period by filling out a request form at the HCC front counter. Groups supervised by university faculty and staff can be logged on using a guest login. Children can be logged on to a workstation next to their parent or legal guardian by HCC staff (adult logon is not to be used for the child). Guest patrons may register for a single day guest logon by filling out request form at the front counter and showing a valid photo ID that includes a birth date.

GENERAL RULES

- ◇ First priority for use of computers is accorded to current UCM students, faculty, and staff. The library extends user privileges to others as resources permit.
- ◇ Computers are allocated on a first-come, first-served basis. Activities supporting the educational and research goals of the university community are primary. Secondary uses (such as personal email, chat, and computer games) may be prohibited if they are interfering with primary activities. At times, the demand for library computer equipment exceeds availability. Patrons are asked to be sensitive to the needs of others and limit use during heavy demand. The library may take additional steps to regulate computer use such as setting time limits on designated workstations. Patrons needing software or hardware on particular machines will have priority on that equipment.

- ◇ Children under age 14 must be under the direct supervision of a responsible adult age 18 or over. The responsible adult must monitor all activities and behaviors of the children in their care while they are in the library. Children under age 14 not under the direct supervision of a responsible adult age 18 or over will not be permitted in the library. Authorized groups of children under the supervision of responsible adults are exempt from this regulation.



- ◇ Library instruction provided by library personnel to groups and individuals has priority over all other activities.

- ◇ Food is not allowed near computers or electronic equipment. Drinks in closed containers are permitted. However, in the case of the HCC, no food or beverage is permitted at anytime. Litter should be disposed of in trash containers, and spills should be reported to the nearest service desk. All use of tobacco is prohibited in the library.



- ◇ The library is not responsible for loss or damage of data or disks that occurs while using equipment. Do not save files on library equipment.
- ◇ Do not leave the area while the computer is logged in. Others could use your e-mail, delete files, and/or use your account for illegal activities while you are away.
- ◇ As an academic institution, JCKL does not filter or monitor internet content. JCKL affirms and acknowledges the rights and responsibilities of parents and legal guardians to monitor and determine their children's access to online resources.
- ◇ Individuals are responsible for using the library's workstations in an ethical, respectful, and lawful manner. Disruptive behavior will not be tolerated. Any activity that interferes with the rights of other patrons to use the library; disrupts the normal functioning of the library; could result in physical, emotional, or mental injury to oneself or others; or could result in damage to the facilities, equipment, or materials is considered disruptive and unacceptable behavior (e.g. moving from workstation to workstation, running, fighting, horseplay.)
- ◇ Headphone levels should not be audible to others. Although only the 3rd floor is designated as a Quiet Area, patrons must be mindful of the rights of others on all floors. Excessive noise is prohibited.
- ◇ Users may not tamper with or damage library furnishings, equipment, or computer software and hardware. They must not attempt to circumvent security (hardware or software).

Computer Usage/Behavior Rules, cont'd

- ◇ External hardware devices may not be connected to the workstations. Headphones may be connected to the external jack and USB drives may be used.
- ◇ University property must not be used for illegal activity such as scanning of identification cards, money, concert tickets or any other materials that are illegal to forge; making illegal copies of music, video or any other material covered under copyright laws; and software cannot be copied from lab workstations or illegally downloaded. Unauthorized software must not be installed.
- ◇ The public display of sexually explicit material is prohibited by Missouri law (RSMO 573.060).
- ◇ Use of library computers to solicit or conduct commercial business of any kind is prohibited.
- ◇ Courteous cell phone use is allowed in designated areas in the library: the first floor; the second floor, and designated areas on the third floor. (The third floor is a designated Quiet Area.) Please show consideration of other library patrons by conducting conversation in a quiet voice and refraining from inappropriate language or personal information. Set cell phones to vibrate or to a soft volume ring when in the library.



DISCIPLINARY GUIDELINES

Library personnel reserve the right to ask any patron to leave the building if disruptive or unacceptable behavior occurs. Any of the following actions will take place:

- ◇ An individual may be notified that he/she is in violation of the standards of conduct and will be given a verbal warning.
- ◇ An individual may be asked for photo identification and the incident will be recorded and reported to the Dean's Office.
- ◇ Library personnel may call Public Safety when deemed appropriate. Additional disciplinary action by the university may ensue.

Recommended by LSC – 8/6/07
Approved by Dean of Library Services – 8/20/07

Library Services Faculty Directory

	<u>Room</u>	<u>Phone</u>
Jerry Brown	2458	543-8838
Marian Davis	2462	543-8850
Mollie Dinwiddie	2234	543-4140
Jim Dutton	2220	543-8817
Rob Hallis	1226	543-8002
Mark Love	2448	543-8515
Les Lynam	2262	543-8780
Karla Massia	2258	543-4848
Linda Medaris	2452	543-8844
Scott Norwood	2450	543-4149
Cheryl Riley	2254	543-8810
Alice Ruleman	1150	543-8895
Carol Smith	2460	543-8639
Barbara Wales	2454	543-4797
Steve Walker	2256	543-8784
Youbo Wang	2218	543-8795
Naomi Williamson	2444	543-4306

*Library Hours**

Monday –Thursday	7:30 a.m.—Midnight
Friday	7:30 a.m.—6:00 p.m.
Saturday	10:00 a.m.—6:00 p.m.
Sunday	1:00 p.m.—Midnight

*Hours are adjusted during finals week, summer sessions, semester breaks, and some holidays. Hours vary in different areas of the library. Current hours of operation can be found at <http://library.ucmo.edu/hours.htm>

Notes