



# MABEE LIBRARY SERVICES

[www.washburn.edu/mabee](http://www.washburn.edu/mabee)

## Who may borrow from Mabee Library?

Mabee Library loans materials to Washburn students, faculty, staff, and all KS residents 18 years of age and older. To check out materials, Washburn students, faculty and staff must present a Washburn ID. Non-university patrons must have a WU guest borrower's card (issued for no charge upon proof of current residency and age).

## Where do I get a Washburn ID?

Washburn students, faculty and staff can get a Washburn ID at the Ichabod Service Center on the main floor of the Washburn Memorial Union. Center hours are 8 a.m. to 5 p.m., Monday through Friday. Call (785) 670- 1188 for additional information.

## When is the Library open?

Normal academic session hours for fall and spring 2005-2006 are:

Monday-Thursday . . . . .7:45 a.m. to 11:00 p.m.

Friday . . . . . 7:45 a.m. to 6:00 p.m.

Saturday . . . . . 10:00 a.m. to 5:00 p.m.

Sunday . . . . . 1:00 p.m. to 11:00 p.m.

The Library will be closed on University holidays as listed in the academic calendar and hours vary during intersessions and the summer. (For current hours, contact the Circulation Desk (785) 670-1485 or go to the *Mabee Library* home page, and then *Library Hours*).

## How do I search for Library resources?

### PRINT RESOURCES:

Library resources can be searched using the ATLAS Online Catalog from any terminal on campus or from the Internet ([www.washburn.edu/mabee](http://www.washburn.edu/mabee)). ATLAS is the combined catalog for Mabee Library, WU Curriculum Resources Center, the WU Law School Library, the Kansas Supreme Court Library, the Kansas State Historical Society Library, and the Kansas State Library. These libraries are open to all WU students, faculty, staff and Kansas residents.

### ELECTRONIC RESOURCES:

WU subscribes to many electronic online databases. These online databases can be used as an index to search for articles or items in thousands of journals and other publications by author, subject, keyword, date, etc. Several of the databases have full-text articles. Computers at Mabee Library and on campus are linked to these databases. WU faculty, staff and students can access them from other locations via the internet when they type in their name and Washburn ID number when prompted. To begin searching the online database collection, start at the *Mabee Library* home page, then select *Electronic Databases*.

Some books in the ATLAS Online Catalog are electronic books. Faculty, staff, students, and on-campus users can access them, but this requires the creation of a password. For assistance in using the catalog, online databases or electronic books, contact a Reference Librarian. (785) 670- 1483.

## What materials may be checked out?

Books (non-reference) . . . . . 4 weeks

Bound periodicals . . . . . 7 days

Audio-visuals . . . . . 4 weeks

Videos/DVDs . . . . . 7 days

## What if the book I need is checked out?

You may request a hold be placed on the item at the Circulation Desk. No holds may be placed on reserve items.

## What if the resource I need is not in the collection?

Students, faculty and staff can request most items (books, journal articles, etc.) through Interlibrary Loan without cost. Guest borrowers may be asked to pay processing and mailing costs. Materials can be requested online. Go to *Mabee Library* home page, and then select *Interlibrary Loan/Document Delivery*.

**Can checked out materials be renewed?**

All materials not on hold for another patron may be renewed once. This can be done by calling the Circulation Desk (785) 670-1485 or by calling up your Library record online (Go to *Mabee Library* home page, then *View Your Library Record*).

**Can I find out what I have checked out and when it is due?**

Yes. Go to the *Mabee Library* home page, then *View Your Library Record*.

**What are class reserves?**

Materials are placed on reserve at the Circulation Desk at the request of a faculty member (usually for a class to use). You must present a WU ID to check out reserves. All reserve materials are listed in the ATLAS Online Catalog by course number and professor. Due to high demand, the check-out period for each item is short, (2 hours- in-Library use only, 2 days or 7 days). A \$25 fee is charged for late returns.

**Does the Library charge fines for overdue materials?**

No. However, a replacement fee will be charged for regularly circulating items not returned and academic holds will be placed on student records for non-returned items. Notices are sent out by mail for late items. As a courtesy, please return items in a timely fashion for other students and patrons. Thank you!

**Where can I make photocopies?**

The Library has four photocopiers for public use. Two are located on the main level and two are in the periodicals area downstairs. Library photocopiers require iCards with money encoded on them or cash. Money can only be added to iCards at the Memorial Union. Only one photocopier takes cash.

**Is change available in the Library?**

Change for small bills is normally available at the Circulation Desk. The photocopier which takes cash will accept bills up to \$5.

**Are there computers students can use in the Library?**

Yes. There are six netstations for students as well as an electronic classroom with 36 netstations available when class is not in session. The netstations provide access to the Internet, word processing, e-mail and other Washburn programs. Students must obtain a user name and password at the Bennett Computer Center (room 106) to log on to the netstations. Printing is available for 10 cents a page. There are NO FLOPPY DISKS or CD-ROM drives in the Library.

**Can I use my laptop in the Library?**

Yes. Washburn students, faculty and staff can access the Internet, campus network, and all Library resources from their own laptops. For more information click on the Laptop Instructions under *Laptops in the Library* on the *Mabee Library* home page.

**How can I get help in the Library?**

Friendly Reference Librarians are on duty 7 days a week to assist in academic research and any other Library inquiries. Also, the Library provides many classes on Library research and IS 170 is a course open to students who wish to learn more about libraries and information literacy. Call us or stop by. We're here to help! **(785) 670- 1483**.



**Need help after hours?**

Try WU's e-mail reference service [www.washburn.edu/mabee/ask.html](http://www.washburn.edu/mabee/ask.html) (24-hr turnaround time).



Or chat with a live Reference Librarian in Kansas at [www.kananswer.org](http://www.kananswer.org)