

**Photocopying & Printing Services:** There is one photocopying machine for student use on the first floor of the library. Also all print outs for all computers are routed to the front desk. In order to print please ask for assistance from the persons at the circulation desk. B/W copies & print outs are \$.10 cents each. Color copies & print outs are \$.50 cent each. Microfilm/Microfiche readers are located on the first floor of the library.

**Information Literacy Room & Classes:** Located on the first floor. This room is designated for previously arranged Information Literacy classes and Faculty & Staff scheduled enrichment workshops. When space is not in use, it is available for student use. Information Literacy Classes are designed for students to develop an understanding of evaluating and effectively developing their library skills. These classes seek to assist the student in organizing and researching information online as well as in print form. Please contact our Information Literacy Librarian, Mrs. Germaine Carey-Palmer, by email at: [gpalmer@dillard.edu](mailto:gpalmer@dillard.edu) or by phone at: (504) 816-4254.

**Casual Reading Room/Café A la cart:** Located on the first floor. The café offers quick-and casual dining for students on the go with a variety of sandwiches, salads and wraps along with a coffee and pastry stop.

**Study Rooms:** Located on the first and second floors. The study rooms are available for small group study. A faculty study room is also available for faculty research. All rooms require a valid Dillard I.D. for usage. Each room can be blocked off for 3 hour intervals only.

**Archives & Special Collections:** Located on the second floor, contains a collection of Dillard University bulletins (newsletters), Le Diable Bleu, catalogues of Straight College and New Orleans University, clippings, pictures and other related materials by and about Dillard University. The Collections are open by appointment only. Please call Mr. Michael Campbell, Archivist, in the library at: (504) 816-4960 or 4334 for more information or by email at: [mcampbell@dillard.edu](mailto:mcampbell@dillard.edu).

**Distance Learning Room:** Located on the second floor. This room is designed for small presentations, webinars, videoconferences, meetings or workshops. To reserve this space contact Mr. Malik Bartholomew at [mbartholomew@dillard.edu](mailto:mbartholomew@dillard.edu) or by phone at: (504) 816-4786 or x4209.

**Interlibrary Loans:** This service attempts to obtain materials not owned by Dillard University from other libraries. Patrons are responsible for all cost connected to the interlibrary loan. Please see Miss Beverly Harris, Reference Librarian, for more information at: (504) 816-4881 or email: [bharris@dillard.edu](mailto:bharris@dillard.edu).

**LALINC Cards:** These are courtesy cards extended to faculty and staff which allow borrowing privileges from other neighboring institutions. Please see Ms. Cynthia Charles, Interim Dean, for more information at: 504-816-4263 or [ccharles@dillard.edu](mailto:ccharles@dillard.edu).



## DILLARD UNIVERSITY WILL W. ALEXANDER LIBRARY GUIDE

[http://www.dillard.edu/index.php?option=com\\_content&view=article&id=1301&Itemid=102](http://www.dillard.edu/index.php?option=com_content&view=article&id=1301&Itemid=102)

2601 Gentilly Boulevard  
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(504) 816-4786 Circulation Desk  
Ms. Cynthia J. Charles, Interim Dean



<http://twitter.com/#!/DULibrary>



<https://www.facebook.com/#!/pages/Dillard-University-Library/294368029889>  
<http://www.facebook.com/groups/VisionQuestProgram/#!/groups/2234159254/>

The Will W. Alexander Library welcomes you as a patron. The overall mission of the Will W. Alexander Library is to support the curricula of the University. The purpose of this guide is to assist you in locating the various resources available for your use. Library staff is available to provide assistance. It is our hope that you will take maximum advantage of your library resources and privileges.

The Will W. Alexander Library contains collections of materials in all the fields of knowledge represented in the curricula of the University. Over 106,000 Volumes Electronic Collections include:  
10,000 Full-Text electronic journals  
88,000 E-Book titles  
350 E- Reference

### LIBRARY HOURS

Monday - Thursday..... 7:30am -11:00pm  
Friday..... 7:30am - 5:00pm  
Saturday..... 10:00am-5pm  
Sunday..... 1:00pm -9:00pm

### \*\*\*HOLIDAY, SUMMER AND INTERSESSION HOURS POSTED AS NEEDED\*\*\*

### LOCATION GUIDE FOR BOOKS AND PERIODICALS

The Will W. Alexander Library uses the Library of Congress Classification System, also referred to as the LC system, which is a combination of letters and numbers designating a CALL NUMBER.

“REF”- REFERENCE BOOKS located on the first floor of the library

PERIODICALS (CURRENT) located on the first floor

A-Z GENERAL CIRCULATING BOOKS located on the second floor

PERIODICALS (BOUND VOLUMES) located on the second floor

**THE LIBRARY IS FOR ACDEMIC STUDY!!! PLEASE BE QUIET OR YOU WILL BE ASKED TO LEAVE!!!**

### CIRCULATION RULES AND REGULATIONS

A current Dillard University I.D. card must be presented to borrow books and materials. Each patron is held personally responsible for library materials checked out to them. The library has installed a security system that will alert staff members of material that is not properly charged.

**\*\*\*All materials must be checked out 15 minutes prior to closing.\*\*\***

**LOAN PERIODS AND RENEWALS:** Books are loaned for 2 weeks (14 days), with renewal privileges if no other requests have been made for the material. Students who have outstanding over-due books or fines will not be allowed check-out privileges. All books must be returned by final examination week of each semester.

**RETURNING BOOKS:** Books should ONLY be returned to the circulation desk at the entrance of the building.

**RESERVE BOOKS:** Reserve materials are resources placed on limited circulation at the request of a faculty member. Circulation privileges are recommended by the faculty member who places the material on reserve. To use these items you must leave your current I.D. at the circulation desk. There is a 2 hour limit on all reserve materials. **All reserves are due back at the reserve desk fifteen (15) minutes before closing.**

**FINES:** Fines for overdue regular circulating books are 10 cents per day per book. If a book is lost, the student is charged the replacement cost of the book and a \$25.00 processing fee. Failure to pay library fees will result in the student not being able to receive semester grades nor can they receive a transcript.

**EATING, DRINKING AND SMOKING:** Food and beverages may be consumed in the Casual Reading Room on the first floor of the library. Only capped bottled water and spill proof mugs are allowed in general study areas of the library (SEE BELOW). Open canned drinks with straws are prohibited. The Will W. Alexander Library is a smoke -free building; therefore tobacco products are not permissible.

**You can use these in the library!**



**You can't have these!**

