
University Libraries

<http://www.lib.vt.edu>

information for graduate students services

Interlibrary Loan (ILL): the lending and borrowing service that provides access to materials held in other libraries. For additional information go to <http://ill.vt.edu>.

Library Courier: a service to obtain items owned by the University Libraries but held in another branch or in the off-campus storage area. Storage items are identified as such on Addison, the on-line catalog. For information on the courier schedule, go to the **get an item from storage** link under **Services** on the libraries' home page.

Loan Policies for Graduate Students: the loan period for books is 90 days and a maximum of 100 items with 1 renewal. For books returned after the due date, there is a fine of .25 cents per day per item. Materials are checked out at the Circulation/Reserve desk located on the 1st floor. Additional information is available under the **Services** link on the libraries' home page.

To check out your own books, there is a **self-checkout** machine on the 1st and 4th floors of Newman library. Your Hokie Passport serves as your library card.

Photocopy/Printing Services: The Photocopy Office is located on the 4th floor of Newman Library. Except for two photocopiers, located on the 1st floor across from the Circulation/Reserve desk, all others are on the 4th floor. All computers in the library are networked for **printing** at 10¢ per page to the Photocopy Office.

Payment for photocopying and printing can be made with cash, copycard or with money put on a Hokie Passport . Photocopies are 10¢ per page when payment is made with cash and 8¢ per page when using a copycard or Hokie Passport.

Reference Help: there are two reference desks in Newman; one on the 1st floor and another on the 4th floor. These desks are staffed all the hours that the library is open to help you with your information needs.

Need to get a reference question answered quickly? Click on "**Ask a librarian**" on the libraries' home page for [LiveRef](#) and [AskUs](#). Using [LiveRef](#) you ask a question and get an answer on-line and in real time, while [AskUs](#) is done through email.

Tour Options:

General library tours will be conducted during the fall semester each Thursday at 12:30 pm and each Friday at 3 pm and 4 pm. Tours start in the Newman Library lobby and take about 45 minutes.

Self-Guided Tour pamphlets are available at the Newman Library reference desks.

Virtual (online) tours can be found under the **Help** link on the libraries' home page.

resources

Addison is the name of **Virginia Tech's online catalog**. It is your resource for searching the University Libraries' collection: books, microforms, maps, journals, videos etc. The link is located on the libraries' home page under **Find** then **Books**.

For detailed information about the extensive online resources of the University Libraries, explore the **Find** section of the library home page.

For questions about where to find the best information on your subject area, check with your **college librarian, reference desk librarians** or **Subject help** on the libraries' home page.

The **Research help** link on the libraries' home page contains links to additional services and resources provided by the staff of the University Libraries.

etc

Graduate Assistantships are available in the libraries. Watch for announcements in your department.

Too many items to carry around? Ask in the Dean's Suite (6th floor of Newman Library) about getting your own library locker in Newman.

Living or working from off campus? For information on accessing the libraries' resources via the internet from off campus look at **Off campus access to library materials** under the **Services** link on the libraries' home page.

Newman Library Locations	
Call #'s	Floor
Folio	1
DOCS A-Y (government documents)	2
A, B, C, D, E, F	2
G, H, J, K, L, M, N, P & Juvenile	3
Q, R, S	4
T, U, V, Z	5
CURRENT (Unbound) Periodicals**	
A - Z	4
REFERENCE Collection	2

Newman Library Hours*	
Fall 2004	
Mon-Thurs	7:30 am - 12 midnight
Friday	7:30 am - 10:00 pm
Saturday	9:00 am - 6:00 pm
Sunday	12:00 noon - 12 midnight

* For the hours of the branch libraries, look at "hours" under "services" on libraries' home page.

** Periodicals no longer considered current are bound in hardcover & shelved in the collection according to their call #

This brochure is intended as a brief overview of services & resources available from the University Libraries. The staff is eager to help you with your information and research needs. Get acquainted early and make your graduate work easier.

UNIVERSITY LIBRARIES

Newman Library

Art & Architecture (Cowgill Hall)

Veterinary Medicine (Phase III Bldg.)

Resource Service Center (Falls Church, VA)



