

Welcome to the University of Kansas Libraries!

This Library publication is intended to acquaint the University Community with Library collections, services, electronic databases and journals, and other resources.

The University of Kansas Libraries are housed in six buildings on the Lawrence campus (see map on page 4) and in the Regents Center Library on KU's Edwards Campus in Overland Park, Kansas. The Law School Library in Green Hall and the Dykes Library at the KU Medical School provide yet more resources. Each library offers a mix of printed and electronic research materials, a professionally trained staff, and a wide range of services to facilitate learning, teaching, and research. The collections in all of the KU Libraries currently comprise more than 3.3 million printed volumes.

Watson Library is the oldest and largest of the library facilities on campus.

Constructed in 1924 in the English Gothic style and named for Carrie Watson, KU's first full-time librarian, it has been expanded and remodeled several times. Watson houses the University's collections in the social sciences, humanities, and professional fields of education, journalism, and social welfare. Watson also houses the Libraries' administrative offices, technical processing departments, and conservation laboratory. The public services desks (reference and circulation) can be found on the 3rd floor of Watson along with computer workstations for public use. The 4th floor of Watson has more public computer workstations, photocopiers, and microform readers and printers. Watson Library has 3 computer classrooms, including the Clark Instruction Center and Watson Training Lab on the 3rd Floor, and the Watson Presentation Room located on the 4th floor in room 419.

Anschutz Library, constructed in 1989 and named to honor donors Marian and Fred Anschutz, houses collections in the sciences, and in business. U.S government and international documents are housed in Anschutz along with the Thomas R. Smith Map Collection and the GIS and Numeric Data Lab, located on the 1st floor. The main (third) floor contains reference collections and services, the KU Info desk, the circulation and reserves desk, public computer workstations, photocopiers, and microform readers and printers. The Anschutz Instruction Center, located in the 3rd floor, is a computer classroom available for instruction and workshops.

The Kenneth Spencer Research Library houses the University's large and internationally known archival, manuscript, and rare book collections held by the Kansas Collection, Special Collections, and the University Archives. Library visitors who wish to consult the collections will find helpful librarians, archivists, and other staff through the Reader Services Department located in Room 319, on the 3rd floor, terrace level. Along with a comfortable reading room and specialized reference materials, there are special rooms for use of microforms, audio recordings, and film/video. The Johnson Memorial Room serves as a site for instruction, demonstrations, and academic gatherings.

Spahr Engineering Library, located on the plaza between Learned and Eaton Halls. The library was renovated this summer, and entries are now at the 1st floor level from either Learned or the plaza. The renovated 1st floor offers a greater number and variety of spaces for collaboration and group study. Also on the 1st floor are the circulation

desk, reference collection, and current periodicals. Reference and instructional services are available on request. The 2nd floor is now the quiet zone for individual study. Stacks housing the newer books and journals are also located on the 2nd floor. The library is named in honor of benefactors Charles and Mary Jane Spahr.

Murphy Art and Architecture Library, located on the first level of the Helen Foresman Spencer Museum of Art, was named for Franklin D. Murphy, Chancellor of KU from 1951 to 1960. The library supports the teaching and research programs in the Departments of Art, Design, History of Art, Architecture, and the collections of the Spencer Museum. The library documents the visual arts world-wide and from all ages with materials in a wide range of languages and rich visual as well as textual information. Reference assistance, classroom instruction, reserve readings, equipment such as scanners, computer workstations, photocopiers with reduction, enlargement and oversize capabilities are available for users.

Gorton Music and Dance Library, located in Murphy Hall (Room 240), houses materials for the study and teaching of music and dance. The library, which opened in this facility in 2000, supports research, instruction, and performance in dance, voice, music history, music theory, composition, music education, and music therapy. The Joe and Joyce Hale Media System provides a state-of-the-art environment for individual or group listening, viewing, and computer use for research or class assignments. Reference and instructional services are also available.

Wheat Law Library, named in honor of donors Douglas D. and Laura L. Wheat, is located in Green Hall. The library is administered separately from the KU Libraries but is open to anyone needing to consult legal materials. Bibliographic records of its holdings are integrated in the KU Libraries Online Catalog. The library includes state, national, and international legal materials; U.S. and Kansas government documents; legal encyclopedias; law journals and other legal resources both onsite and through the law library web site. Reference service, whether in the library or via phone or e-mail, is provided to the KU community, legal professionals, and the general public. In addition to supporting the curriculum and research needs of the law school, the library also works closely with professors and students in various disciplines on campus as well as with librarians in public and governmental libraries across the state.

The Regents Center Library, located on the Edwards Campus at 127th Street and Quivira Road in Overland Park, Kansas, primarily serves non-traditional students who are working toward an advanced degree while employed. An online order form and an efficient courier service allow Edwards Campus users quick and easy access to materials from both the Lawrence Campus and Medical Center libraries by courier or from other libraries via interlibrary loan. The Regents Center Library's staff is highly service-oriented and takes pride in offering students and faculty the most efficient access to needed resources. Personal reference assistance is available by phone, email, or online. In-class, small group, and one-on-one instruction is also readily available.

A.R.Dykes Medical Library, located at the University of Kansas Medical Center in Kansas City, Kansas is one of the premier medical libraries in the Midwest. The Library is on the North side of 39th Avenue between Rainbow Boulevard and State Line Road. Dykes Library provides reference services, print and electronic resources, computer workstations for medical research, group study rooms with computer workstations,

photocopiers, document delivery services, and classroom text processing (which includes copyright clearance for readings).

Contact the library at 913-588-7166.

A Message from the Dean

I want to personally invite you to make full use of the services and collections at the University of Kansas Libraries during your time at KU. Our aim is to ensure that our students and faculty can identify and access the information needed for learning, teaching, and research. Dedicated librarians and library assistants are ready to assist you in finding what you need in our collections or from other collections.

The gateway to begin your adventure through both the electronic and print materials is the Libraries' web site at <http://www.lib.ku.edu>. While many of our resources are available electronically, I also encourage you to visit our physical libraries to experience the richness of our collections and the quality of our services.

As we implement 21st century technology throughout our library system, we remain committed to the values that have guided the KU Libraries throughout our history: excellent research collections, quality services, encouragement of the active transmission of knowledge, and strong support for students.

Stella Bentley

Have a Question? Go to HawkHelp

With the increasing number of library and information resources available, students, faculty and staff are faced with sometimes confusing choices about where to go for help when researching a topic or doing a class assignment. Remember that the Library staff are here to assist you with your research and information needs. We can save you time by pointing you in the right direction, suggesting online resources to consult, and by teaching you how to do much of the research yourself efficiently and effectively. There are four convenient ways to contact us for help, three of which are available to you without leaving your office or dorm. Go to the KU Libraries webpage at <http://www.lib.ku.edu> and click on the HawkHelp icon. There you will find the ways you can contact us to get help:

HawkHelp LIVE: instant message with library staff online.

Ask a Librarian: email us your questions.

Telephone: find the phone number of the reference desk you need to call.

In-person: consult with library staff by visiting one of the reference desks.

HawkHelp LIVE is our online information service that allows you to instant message with library staff in real time over the Web. This is a collaborative service with librarians from Kansas State University, so your questions may be answered by staff from either KU or K-State. We can help you get started on class assignments, suggest databases to search for your topic and answer questions about library services and resources. We can even demonstrate database searches in real time onscreen so that you can follow along and learn to use the databases yourself. For the schedule and information on how to access this service, go to <http://www2.lib.ku.edu/hawkhelp> and click on "HawkHelp LIVE".

Ask a Librarian is the email reference component of HawkHelp and is a good alternative to use when HawkHelp LIVE is unavailable. KU faculty, staff, students, or the

general public can contact library staff for all types of requests ranging from brief, factual questions to more detailed research requests. Our goal is to respond to enquiries within 24 hours, excluding weekends and holidays.

Access From Home or Office

Did you know that you can do all of the following from your home computer?

- Find articles on your research topic using one or more of our hundreds of general or subject-specific databases
- Access thousands of full-text electronic journals
- Request electronic delivery of print articles to your desktop whether they are available in the KU Libraries or not
- Renew your library books using the last 8 digits of your 16 digit KU I.D. number
- Request a book that is currently checked-out
- Read articles that are on reserve for your classes
- Identify the books and journals owned by the Libraries' by searching the online catalog
- Ask a librarian to help you with an information or research question via e-mail or chat

Technical Details

If you are on campus or use a KU dial-in account, you will be granted seamless access to resources. If you are off campus and use an alternate Internet service provider (e.g. Sunflower or AOL) you may need to log in using your KU Online ID to access some resources. Your KU Online ID is the same as your login for your email account registered for KU communications.

Library Collections to Brag About

KU Libraries International Collections are among the great strengths of the KU Libraries. Working together with the KU International Area Studies Programs, the Libraries have developed outstanding international collections that support the teaching and research needs of these programs and the University. The area studies collections number in excess of 1,142,400 volumes and make up approximately 34% of the overall collections of the KU Libraries.

The collections from Spain, Portugal, and Latin American comprise one of the largest resources of its type in the United States, with the Central American materials constituting one of the strongest such collections in the world. The Slavic and East European Studies collections, with strengths in Russian, Polish, Serbian, Croatian and Ukrainian languages, and the East Asian Studies collections that support the study of Japan, China and Korea, both serve as the major resource for their respective world areas in the Great Plains Region of the United States.

The Libraries have specialized staff for each of the areas listed above who are available to assist faculty, students and other patrons with international studies reference and research needs. Staff can provide specialized instructional services as requested. Detailed information from the departments can be found on the Web at:

East Asian

<http://www2.lib.ku.edu/eastasia/>

Spain, Portugal and Latin America

<http://www.ukans.edu/~splat/>

Slavic and East European Studies

<http://www.ku.edu/~slavlib/>

The Murphy Art & Architecture Library's collection reflects the teaching and research programs of the art history, art, design, and architecture departments at KU. In addition to American material, the library collects publications from all European, Latin American, Slavic, and East Asian countries in both English and vernacular languages. The collection has particular strength in East Asian art, especially painting and sculpture from China and Japan, in 16 & 17th century Netherlandish art, and in 20th century art, architecture, and decorative arts. Find out more about the Art and Architecture Library at: <http://www2.lib.ukans.edu/artlib/>.

Spahr Engineering Library houses newer printed books and journals in all fields of engineering taught at KU. Computer science and some biomedical publications are in Anschutz Library. All engineering books and journals, regardless of date or location, are listed in the KU Libraries' Online Catalog. Spahr also contains reference books, NASA publications, technical reports, standards, and recent theses and dissertations.

Many engineering publications are now accessible online. Among them are journals and proceedings of professional societies and commercial publishers. Databases that index engineering periodicals include Compendex (all fields of engineering) and Web of Science (a citation index). E-journals and databases can be accessed from the Spahr home page <http://www2.lib.ku.edu/~englib/>.

The Gorton Music and Dance Library is KU's center for collections on all aspects of music and dance. The emphasis is on Western classical music in the European tradition with particular strengths in American music (scores and books), opera, and scholarly editions of composers' works. Recently the scope of the library's collections has widened to include jazz, popular, folk, and world music as well. Books, journals, music scores, microforms, sound recordings, and videos are all available in the Music and Dance Library. The sophisticated Joe and Joyce Hale Media System allows library users to listen to recordings or watch videos on site. Visit the Music and Dance Library's Web site at: <http://www2.lib.ukans.edu/muslib/>.

The Thomas R. Smith Map Collection is one of the largest academic map collections in the country, with more than 440,000 paper maps and aerial photographs. It is located on the first floor of Anschutz Library.

The Map Collection includes topographic and thematic maps for the entire world with especially strong holdings for Kansas and the U.S.A. Most of our maps date from the early 20th century to the present, although the U.S. Congressional Serial Set also includes 19th-century maps. Except for selected high-use maps and maps from the Serial Set, most sheet maps circulate. Aerial photography (film negatives) from the 1986 reappraisal survey of Kansas, as well as some other Kansas coverage (in various formats), may be used in the Map Collection or copied by arrangement. Sets of aerial photographs of Douglas County (including Lawrence) dating from 1937, 1941, 1954, 1966, 1976, 1995 and 2000 are accessible at: <http://www2.lib.ku.edu/mapscoll/>. Also see the GIS and

Numeric Data Lab listing in this guide for spatial data and electronic maps, GIS assistance and workstations, and large-format scanning and color plotting services.

The KU Libraries have had a strong **Government Documents** collection since they became a U.S. government depository in 1869 and the regional depository for the State of Kansas in 1976. As such, it receives and maintains a collection of all publications distributed by the U.S. Government Printing Office in its Federal Depository Library Program. Special strengths are in U.S. congressional and census materials. In addition to the collection of two million items from the U.S. federal government, the KU Libraries maintain collection of official publications of the United Kingdom, the United Nations, and the European Union, and collect selected publications of other international government organizations. Most of these collections are housed in the Anschutz Library, while the State of Kansas publications are housed in the Kansas Collection at the Spencer Research Library. More on Government Documents can be found at: <http://www2.lib.ku.edu/anschutzlib/govdocs/index.htm>.

The Department of Special Collections contains a wide range of rare books, maps and manuscripts. Its primary charge is the collection and preservation of original sources for use by students of the humanities, of the history of science, and of the history of the book. Specific strengths are in the areas of medieval and Renaissance manuscripts, early printed books, English historical legal documents, Cervantes, Eighteenth-Century English imprints, the French Revolution, natural history, voyages and explorations, Linnaeus, Irish Literature and history, history of American education, Latin America (particularly Guatemala), science fiction, architecture (particularly Frank Lloyd Wright), and American poetry.

The Kansas Collection provides primary sources (including books, manuscripts, maps and photographs) that document the history of Kansas, the Plains region, and the people who have lived there. Holding strengths include the African American experience, territorial Kansas, women's history, state and local politics in Kansas, local Lawrence and Douglas County history, records of environmental and voluntary organizations, educational and business records. The Wilcox Collection (a part of the Kansas Collection) documents left and right wing political thinking and action throughout the United States from the 1950s present.

The University Archives is the repository for official University records of enduring historical value. Strengths include university history and publications, student life, sports history, chancellor's papers, faculty papers, and oral history interviews with retired faculty. Visit the Spencer Research Library's Web site at <http://spencer.lib.ku.edu>.

Borrowing Privileges

All KU faculty, staff, students, and authorized affiliates are eligible for borrowing privileges upon presentation of a currently valid KU Card.

Those not eligible for the KU Card may apply for a KU Library Borrower Card at the Watson Library or Regents Center Library circulation desk. The majority of printed material in the Libraries, with the exception of that contained in Spencer Research Library, is available for circulation outside the library facilities to qualified borrowers.

Loan Periods & Recalls

Long-term loans

- 4 months (KU faculty, staff, and graduate students)
- 6 weeks (all other borrowers)

Short-term or reserve loans

- Much shorter time periods (hours, days) or restricted to in-house use
- Used for reserve, reference, government documents, audio-visual, and many periodicals

An item checked out to a borrower is subject to immediate recall for use by another borrower.

Renewals

- Borrowers may renew a long-term loan item online up to five times (twice for Resident Borrowers), provided that the item has not been recalled.
- After the maximum number of online renewals, the borrower must bring the item to the library to check it out again.
- Borrowers may renew a long-term loan item via the Libraries' Web Site at www.lib.ku.edu; click My Account (Renew a book).
- Short-term and reserve loan material is not renewable, but may usually be checked out again in person from the service desk from which it was borrowed.

Returning Library Material

- Long-term loan items (six weeks or four months) may be returned to any KU Library.
- In order to avoid overdue fines, all short-term and reserve loan material (including all items checked out for two weeks or less) must be returned to the service desk from which it was checked out by the time due.

Library Charges

- Each item must be returned in good condition by the time due. The KU Libraries do not charge overdue fines for items checked out for six weeks or longer.
- There is no grace period for the return of library materials and equipment.
- Fines are charged for overdue recalled items and for overdue short-term and reserve loan items checked out for two weeks or less.
- If an item is not returned or renewed within the specified time period, the borrower will be billed for the replacement cost of the item in addition to the maximum overdue fine and a processing service fee.
- Borrowers have the right to appeal any charge within 30 days of the original library billing.

For more information, inquire at the Circulation Business Office (Fines Office) on the main level of Watson Library, or go to <http://www.lib.ku.edu> and click on Policies.

Libraries' Online Catalog

The KU Libraries Online Catalog, available from the libraries web page, contains bibliographic records of books, journals, videotapes, sound recordings, archival materials, and many other formats stored in the KU Libraries. Records can be searched in a variety

of ways, the most common being keyword, author, title and Library of Congress subject heading. The online catalog also provides the bibliographic records of selected web pages, electronic journals, and electronic books accessible through the Internet. Additional search features include "Course Reserves" which allows users to search for reserved materials housed at the Libraries' public service desks by the name of instructor, department, class, or location. "New Items List" allows the users to search items added to the KU Online Catalog during the last one to four weeks.

A further expansion of the Online Catalog's capabilities is The Art History Image Catalog, which allows the user to view more than 4,000 images of works of art and architecture. Another unique feature of the KU Online Catalog is that KU library borrowers can view their own personal catalog information using "My Account," which can be accessed with the last 8 digits of the number located on their KU ID or library borrower card. Access to "My Account" allows users to renew items, put items on hold, review their book bag, set personalized search preferences, review checked out and recalled items, and review library fines or fees.

Laptops & Printers & Software... Oh, My!

Are you on campus and need to do some research online, type a paper, or check your Blackboard courses? Follow the yellow brick road to ... the Libraries. No, Dorothy, you're not dreaming. We have equipment and software to help with these and other course-related activities.

Library desktop computers (Lawrence campus)

- Windows XP
- Internet access (including library databases, email)
- Adobe Acrobat reader
- Microsoft Office software (Word, PowerPoint, Excel, Access)
- CD-RW or CD/DVD drive
- Network connection to laser printers
- Dot matrix printers (selected computers)

Productivity Desktop computers (Lawrence and Edwards campuses)

- Windows XP
- Internet access (including library databases, email)
- Microsoft Office software (Word, PowerPoint, Excel, Access)
- Photoshop, Dreamweaver, and Acrobat.
- CD-RW drive
- Flatbed color scanner
- Network connection to laser printers

Wireless laptops (Anschutz, Spencer, Watson)

- Windows XP
- Internet access (including library databases, email)
- Adobe Acrobat reader
- Microsoft Office software (Word, PowerPoint, Excel, Access)

- CD-RW/DVD drive
- Network connection to laser printers

GIS Workstations in GIS/Data Lab and Map Collection, Anschutz*

- Standard software and internet access
- GIS and statistics applications: ArcGIS (ArcMap, ArcInfo), ArcView, PhotoShop, SAS, SPSS
- CD/DVD Read and Write (Burn) Drives

Specialized Equipment in GIS/Data Lab and Map Collection, Anschutz

- 24x36 inch Scanner, flatbed, color
 - 11x17 inch Scanner, flatbed, color*
 - 36 inch wide Printer/ Plotter, color
 - 11x17 inch Printer, color*
 - Desktop Color Printers*
- *Limited to GIS-, maps- and statistics-related work)

Zip drives, external (Anschutz, Watson)

- USB connection
- There is also specialized equipment and software available to KU researchers at several of the branch libraries on the Lawrence campus.

Note: Some equipment/software restricted to KU students, faculty, or staff only

KU Link to Full-Text

Did you know that you can now use KU Link to find full-text from many of the KU Libraries' databases? In some cases, the KU Link button will take you to another database that provides the article in full-text. In other cases, you will link to the electronic version of the actual journal where you will need to choose the volume and the issue number, then choose the article you are looking for from a table of contents. KU Link also provides links to the KU Online Catalog and Interlibrary Loan and Document Delivery. So next time you see the KU Link button, give it a try!

The Instruction Program

All of the Libraries participate in the Instruction Program, which is designed to further the University's teaching mission in the area of library and information research skills. A full menu of services is available to faculty and students, including:

Course-integrated instruction sessions

Working with your class, our staff will introduce key library and information resources and will equip students with the skills they need to successfully complete research-based projects and assignments. Several campus libraries have instructional facilities designed to promote teaching and learning with print and electronic resources. Library instruction staff will also visit classrooms in other buildings on campus to teach students how to use library resources.

One-to-one and group consultations-keeping up-to-date with constantly changing...

These sessions help teaching faculty and instructors learn how to use electronic resources and how to teach these skills to their own students. In addition, as new electronic resources and library services are constantly becoming available, these sessions serve to keep teaching faculty up-to-date. We work with Graduate Teaching Assistants for a variety of academic departments, introducing them to our resources and teaching them how to enhance their students' research skills. Subject specialists are also happy to work individually with students who need extra help with their research.

Assistance with the planning and design of research assignments

Our instruction staff members are available to help teaching faculty and instructors craft assignments that support course objectives and strengthen student research skills.

Because electronic resources are constantly changing, asking library instruction staff to review assignments helps ensure that they are up-to-date.

Workshops that present library and information resources and services

These workshops provide an introduction to the constantly changing electronic resources and services available to support research and teaching on campus. Students, faculty and staff can sign up for these workshops at the Academic Computing Services Web site at:

<http://www.ku.edu/acs/training>.

Library Orientation Tours

General Library orientation tours, open to all, are officially scheduled at some Lawrence locations during the first few weeks of the fall and spring semesters. These sessions, lasting approximately 45 minutes to one hour, give a brief tour of the facility, collection highlights and a basic introduction to finding books and journal articles. At any time you may contact any of the libraries to inquire about taking a tour at an unscheduled time.

For more information see:

<http://www2.lib.ku.edu/research/classes.htm>

Interlibrary Loan and Local Delivery Services

- KU faculty, staff, students, and authorized affiliates who have email addresses in the KU Libraries circulation records may:
 - request copies of articles from print journals in the KU Libraries located at both Lawrence and Edwards Campuses and the KU Law Library.
 - request copies and loans of material from other libraries.
 - request that books, videos, and other items located in one KU Library be delivered for pickup at another KU Library. Items that are typically checked out for two weeks or longer are eligible for this service.
 - now use our online request system to request articles from KU Medical Center journals directly from the KU Medical Center.
- Requests are currently submitted through our online system (WebRetrieve) which is accessible from the Interlibrary Loan/Document Delivery link on the main library website (<http://www.lib.ku.edu>)
- Most copies are provided to patrons as .pdf files on a web page which is accessible via the Libraries' website.
- Loans are available for pick up in Anschutz, Art and Architecture, Spahr Engineering, Murphy Music and Dance, Spencer Research Library, Watson, and Edwards Campus Regents Center Library as designated by the patron in WebRetrieve.

- For the most current information on interlibrary loan, and local delivery service please:
 - visit <http://www2.lib.ku.edu/retrievalservices>
 - stop by Interlibrary Loan Desk (Watson Library, 2nd level)
 - or contact ILL staff by email at <mailto:illborr@ku.edu> or phone 785.864.3960

GIS and Numeric Data Services

On Campus: 105 Anschutz Library

Online: <http://www2.lib.ku.edu/gis/>

KU Libraries is a partner in the Academic Data Research Services Alliance (ADRSA), a campus initiative to assist KU researchers with spatial and statistical data. KU Libraries provides students, staff and faculty with training, workspace and one-on-one assistance with data access, analysis and output.

Data Access

We offer assistance finding and working with GIS and numeric data, whether from library collections, non-profit, governmental, commercial or other sources.

Library spatial data holdings include:

- GIS databases for various continents including administrative, ecological, topographic, transportation data and much more
- vegetation data from GAP projects
- geological, magnetic, seismology data
- census data, i.e. socio-economic data
- digital gazetteers, i.e. Geographic Names Information System or place name data
- digital topographic maps (DRGs), digital orthophotos (DOQs) and more

Library numeric data holdings include:

- census data
- economic and financial data
- global climate data
- social science data via ICPSR (Inter-university Consortium for Political and Social Research) archive and more

Data Input/ Analysis

- Converting among data and GIS raster and vector formats, such as ASCII, DBF, delimited data files, DEM, E00, JPG, SHP and others.
- Creating and editing spatial data, examining relationships within and between layers, performing spatial and temporal analysis, etc.
- Basic statistical work, i.e. reading in and editing data files.
- Scanning of large drawings, maps, plans, etc. via 11x17 and 24x36 in. color, flatbed scanners.

Data Output

- Visualization of data, such as creating charts and graphs, making thematic maps, and plotting XY coordinates in a GIS.
- Printing of over-size maps, posters and other graphics via a 36 in. wide plotter.

Training

- Introductory to advanced GIS workshops, such as ArcMap Introduction and Using the Spatial Analyst Extension. Workshops are hands-on and can be customized for specific fields of study.
- Workshops on numeric data such as finding social science datasets through the ICPSR archive and government information through the FirstGov.Gov website.
- Online tutorials that allow users to learn GIS concepts and software in a self-paced environment. More than 40 virtual courses and workshops are available to KU-affiliates. A few of the more popular are: Learning ArcGIS 8 and Working with Rasters in ArcGIS.

Visit ADRSA on the web for more information: <http://www.ku.edu/adrsa/>. Contact us by email at <mailto:data@ku.edu>, by phone at 864-1238, or stop by the GIS and Numeric Data Lab in Anschutz Library.

KU INFO

When You Absolutely, Positively Need to Know

Since 1970, students and the KU community have been able to call the University Information Center, or KU Info, for all their questions. Now they can also talk directly to KU Info staff at the walk-up desk in Anschutz Library. KU Info is a student-centered campus information service. It assists with questions about:

Academics: Academic resources and services such as enrollment, academic programs, advising, and academic support.

Campus Life: University and area events, campus resources and student organizations, as well as community information.

Research Assistance: Research questions, including information about the KU Libraries' online catalog, a variety of databases, as well as online chat and phone reference.

The KU Info staff provides fast, friendly, and reliable assistance by phone, in-person, and online.

Search and Find: Databases, Websites, Journals, & More.

Think of it as KU Google (<<http://www.diglib.ku.edu>>). With one search, you can simultaneously access multiple databases and websites to help you identify information resources that meet your research needs. You can quickly narrow down the number of relevant databases for your particular search topic, view selected items from the selected databases, link directly to the item (such as a citation or an online, full-text journal article), or click on a direct link into the database. Watch for major changes in this service during Fall 2004.

Electronic Reserves

Students

- All electronic reserve items are accessible 24 hours a day, 7 days a week.

- Electronic reserve items can be accessed from <http://www2.lib.ku.edu/reserves/eres/index.htm>
- To identify non-electronic items that must be checked out at a public service desk, click on the Course Reserves link within the online catalog at <http://www.lib.ku.edu>

Instructors

- When an instructor requests it, KU Libraries will place items on reserve to make sure they are more accessible to students who need to use them for a class.
- Whenever possible, materials submitted by instructors for reserves will be made available online rather than in print form, subject to evaluation of copyright compliance.
- Instructors may also place books or other items on reserve to be kept behind a public service desk at the library of their choice. These resources will have a limited checkout time that the instructor chooses.

Ingenta Research Alerts

Fax /Ariel Search and Table Of Contents Alerts

Ingenta's email table-of-contents and subject alerting service is an important tool for keeping up with the current literature in scholarly journals, including those not held by the Libraries. Through this service, users can:

- Select up to 50 journals from the ingenta database and receive the tables of contents of each new issue by email.
- Select up to 25 keywords and/or author names and receive matching article citations by email on a weekly basis.

The tables of contents and article citations are generated from ingenta's database of more than 20,000 journals. For more information, visit

<http://www2.lib.ku.edu/retrievalservices/reveal.htm> consult with the bibliographer for your subject area (<http://www2.lib.ku.edu/staffphonest/Bibphonest3.cfm>) or Interlibrary Loan staff

<http://www2.lib.ku.edu/retrievalservices/KUMain.htm#MainKUIILLCont>
2nd floor Watson Library, (785) 864 - 3960.

Services for Users with Disabilities

The majority of the Libraries' collections and all entrances and service desks are accessible to our users with disabilities. The Libraries also provide a range of special services and equipment. For detailed information, consult Guide for Readers:

Information for Patrons with Disabilities at:

<http://www2.lib.ku.edu/~publications/GuidesforReaders/disabilities.pdf>.

RefWorks

RefWorks is a Web-based bibliographic citation management tool. With RefWorks, you can create a personal database of references, which can then be automatically formatted and used as the bibliography for your research paper.

RefWorks allows you to:

- Choose from a number of citation styles, such as MLA, APA, Chicago, etc.
- Use the Write 'n Cite feature to integrate bibliographic references into your Microsoft Word documents
- Create databases to share with others for group projects

To create your personal login to *RefWorks*, you will have to access *RefWorks* for the first time through the KU Libraries home page at a computer on the KU campus. Once you have followed the instructions for creating a login as provided on that page, you will be given the information to access *RefWorks* both on campus and from home.

The KU Writing Center

Anyone involved with the KU community -- faculty, staff, and students -- is welcome to write with us. Our program is a university-wide academic service sponsored by the Office of the Provost. There is no charge for working with a writing consultant and we welcome students and faculty from any major or department across the campus.

We believe writing is happening all the time and everywhere on campus. That is why we have satellite locations called Writer's Roosts where we send our consulting staff to meet with you. Our home base is in Wescoe Hall, but you'll find us in the libraries, the residence halls, and in cyberspace. The Writer's Roost in Watson Library is sponsored by the Student Senate and functions as the Collaborative Learning Environment for Watson Library when the Writer's Roost is not open. Our collaboration with the KU Libraries offers us many opportunities to help you with research writing and citation and documentation.

Contact: 864-2399

<mailto:writing@ku.edu>

<http://www.ku.edu/~writing/>

Preservation Department

The books, journals, manuscripts, and other materials collected in the KU Libraries are intended to serve many generations of students and researchers. Many of these materials are out of print and not replaceable. The Libraries have an active preservation program and a staff of skilled professionals responsible for keeping the collections usable for today's readers - and tomorrow's. You can help. Please do not make marks in Library books or consume food or drink while using library materials or equipment. To learn more about the Libraries' Preservation Program, visit the website at <http://www2.lib.ku.edu/preservation>.

Journal Price Inflation

For information about journal price inflation and the scholarly communication crisis see <http://www2.lib.ku.edu/scholcomm>.