

## Mission Statement

In harmony with the University Mission to pursue truth, give compassionate service and contribute to a more just and humane world, the mission of the University Library mandates the academic support of students, faculty and staff for resources and services. Materials, both print and electronic, are purchased and services such as reference, circulation and instruction are provided in order to address those needs.

**Library Web Page** <http://domweb.dom.edu/library/crown/>

### Library Hours

Monday – Sunday 8:00 a.m. - Midnight  
Reference Services end at 10:30 p.m.  
Sunday—Thursday  
Reference Services end at 5:00 p.m. on Friday  
Reference Services begin at 9:00 a.m. on  
Saturday

### Media Services

Monday to Thursday 8:30 a.m. – 10:30 p.m.  
Friday 8:30 a.m. - 10:00 p.m.  
Saturday 8:30 a.m. - 4:00 p.m.

### Library Departments

Circulation Desk	708-524-6876	<a href="mailto:circ@dom.edu">circ@dom.edu</a>
Instruction	708-524-6886	<a href="mailto:mbeestrum@dom.edu">mbeestrum@dom.edu</a>
Interlibrary Loan	708-524-6877	<a href="mailto:interlib@dom.edu">interlib@dom.edu</a>
Media Center	708-524-6888	<a href="mailto:medictr@dom.edu">medictr@dom.edu</a>
Media Center-Priory	708-714-9039	<a href="mailto:prioryms@dom.edu">prioryms@dom.edu</a>
Reference Desk	708-524-6875	<a href="mailto:reference@dom.edu">reference@dom.edu</a>
Reserves	708-524-6879	<a href="mailto:coquendo@dom.edu">coquendo@dom.edu</a>
Web Pages – Library & Database Questions	708-524-6886	<a href="mailto:mbeestrum@dom.edu">mbeestrum@dom.edu</a>

## **Librarians**

Inez Ringland, PhD, MALIS, MA Director	708-524-6873	<a href="mailto:ringland@dom.edu">ringland@dom.edu</a>
Tom Barton, (Part-time) MLIS Reference Librarian	708-524-6875	<a href="mailto:barthom@dom.edu">barthom@dom.edu</a>
Molly Beestrum, MLIS Systems Librarian	708-524-6886	<a href="mailto:mbeestrum@dom.edu">mbeestrum@dom.edu</a>
Ken Orenic, (Part-time) MLIS Reference Librarian	708-524-6875	<a href="mailto:orenkenn@dom.edu">orenkenn@dom.edu</a>
Heather Parisi, MLIS Technical Services Librarian	708-524-6872	<a href="mailto:hparisi@dom.edu">hparisi@dom.edu</a>
Caroline Sietmann, MLIS Instruction/Reference	708-524-6884	<a href="mailto:csietmann@dom.edu">csietmann@dom.edu</a>
Benjamin Weseloh, MLIS, MSOL Public Services Librarian	708-524-6874	<a href="mailto:bweseloh@dom.edu">bweseloh@dom.edu</a>
Sabrena Wetzel, (Part-time) MLIS Reference Librarian	708-524-6875	<a href="mailto:swetzel@dom.edu">swetzel@dom.edu</a>

## **Staff**

Crissy Atwood Evening Circulation Coordinator/Government Documents	708-524-6753	<a href="mailto:catwood@dom.edu">catwood@dom.edu</a>
Omar Diaz Media Services Technician II	708-524-6888	<a href="mailto:odiaz@dom.edu">odiaz@dom.edu</a>
Jeanne Crapo, OP University Archivist	708-524-5929	<a href="mailto:scrajean@dom.edu">scrajean@dom.edu</a>
Maggi Czoty Acquisitions Coordinator	708-524-6882	<a href="mailto:mlczoty@dom.edu">mlczoty@dom.edu</a>
Michele Gerster Serials Coordinator	708-524-6885	<a href="mailto:mgerster@dom.edu">mgerster@dom.edu</a>
Ceri Hartnett Weekend Circulation Supervisor	708-524-6876	<a href="mailto:hartceri@dom.edu">hartceri@dom.edu</a>
Iris Melendez Media Services Manager	708-524-6889	<a href="mailto:meleiris@dom.edu">meleiris@dom.edu</a>
Alexander Oquendo Media Services Technician	708-524-6496	<a href="mailto:oquealex@dom.edu">oquealex@dom.edu</a>
Chelly Oquendo Evening Circulation Coordinator/Reserves	708-524-6879	<a href="mailto:coquendo@dom.edu">coquendo@dom.edu</a>
Kathleen Rhoades Circulation Coordinator/Interlibrary Loan Coordinator	708-524-6877	<a href="mailto:krhoades@dom.edu">krhoades@dom.edu</a>
Sharon Tobin Administrative Assistant	708-524-6880	<a href="mailto:tobinsha@dom.edu">tobinsha@dom.edu</a>
Eric Valderrama Evening Media Services Supervisor	708-524-6888	<a href="mailto:evalderrama@dom.edu">evalderrama@dom.edu</a>

## Library Layout

Information Arcade (lower level): Reference Librarian and Reference Collection, Information Arcade Assistants, Periodicals, Newspapers, Media Center, Microforms and Readers, Academic Resource Center, Mail Room, CyberCafe.

First Floor: Designated quiet area, Circulation Desk, Interlibrary Loan, Circulating Collection A-N, Reserves, Popular Literature Collection, Crown 111, Librarians' and Staff Offices.

Second Floor: Designated quiet area, Government Documents, Circulating Collection P-Z, three group study rooms, the Library Science Reference Room, Juvenile Collection, Curriculum Collection, Noonan Reading Room (second floor of Lewis Hall), Special Collections and Archives.

### What Can the Library Do to Support Your Teaching?

#### Reference Collection & Services

- ✓ Located in the Information Arcade on the lower level
- ✓ Librarians staff the reference desk during most hours the library is open and can assist you using the online catalog (I-SHARE); developing a search strategy to locate articles for research using one of our many electronic magazine databases or locating and using a reference source.
- ✓ To order or recommend reference material to support your courses, please contact Benjamin Weseloh, 708-524-6874, [bweseloh@dom.edu](mailto:bweseloh@dom.edu)

#### Interlibrary Loan

- ✓ Provides access to books and articles from libraries throughout the United States. Interlibrary loans supplement the resources held by the Rebecca Crown Library in print or through full-text online databases. Reference books, complete periodical volumes and audio visual materials cannot be interlibrary loaned from other libraries.
- ✓ Takes approximately seven working days to fill an Interlibrary Loan request depending on the location and the availability of the item at other libraries. Interlibrary Loan staff will attempt to borrow books from the closest libraries first and journal articles from libraries that transmit electronically.
- ✓ Requests are usually processed within 24 hours of receipt. Requests submitted after 4:30 p.m. or on weekends will be processed on the next business day.
- ✓ Submit your request for material either electronically or by completing a paper form which can be obtained at any service desk in the library. When using I-SHARE, WorldCat or any FirstSearch database you may initiate your inter-library loan request from within the database.
- ✓ You will be sent an email to your Dominican University email account when your material arrives.

#### Additions to the Library Collection

- ✓ The Library welcomes faculty suggestions for items to be added to the collection. Each discipline has a librarian who serves as a bibliographer to assist faculty in developing the collection
- ✓ Books and audio visual materials (DVDs and VHS) are purchased from the Library's materials budget. A faculty member can initiate an order by submitting an order request card (available at the reference desk) to the bibliographer. You will receive an email to your Dominican University email account when your material arrives.
- ✓ Department chairs usually approve these orders before they are submitted to the library.
- ✓ Periodicals are costly and requests for them are placed through the Director of the Library.
- ✓ Please call your bibliographer if you have questions. (Please see the last page of this handbook for your department's bibliographer)

## Periodicals

- ✓ Shelved in the Information Arcade on the lower level and are arranged alphabetically by title
- ✓ Most bound volumes pre-1970 are shelved in the storeroom. Please ask the reference librarian if you need a pre-1970 journal.
- ✓ The library also has access to more than 16,000 full text journals online.

## Library Instruction Services

- ✓ Tailored to acquaint your students in the use of library resources for coursework and research
- ✓ Coverage can include: the I-SHARE online catalog, print periodicals, electronic databases, evaluating web sources and more.
- ✓ Sessions are also available on an individual basis to faculty members.
- ✓ Please allow at least one week notice to allow adequate time for scheduling the appropriate classroom and for the librarian to prepare for the session.
- ✓ To schedule a session please contact: Molly Beestrum, 708-524-6886, [mbeestrum@dom.edu](mailto:mbeestrum@dom.edu).

## Library Web Page: Faculty Information

<http://domweb.dom.edu/library/Crown/services/forfaculty.htm>

- ✓ Subject Librarians/Bibliographers
- ✓ Policy on Reserve Material
- ✓ Instructor Reserve Submission Form
- ✓ Copyright Permission Center Information
- ✓ Copyright Permission Form
- ✓ Electronic Reserve FAQ
- ✓ Library Instruction Request Form

## Class Pages

<http://domweb.dom.edu/library/crown/classes.htm>

- ✓ Online resource guides can be developed for per faculty request
- ✓ Resource guides can be developed per faculty request.

## Course Reserves

- ✓ Materials can be placed on reserve by instructors for the educational and non-commercial use of students. Our library provides **print and electronic reserves**.
- ✓ **Print reserves** are kept at the Circulation Desk on the first floor of the library and are listed in a three-ring binder by course number. Traditional reserve material includes books, either instructor personal copies or Dominican library books and photocopies of documents.
- ✓ Please indicate on the reserve form whether you would like this material to be available as Library-Use-Only, Overnight, or Three-Day-Check-out. If you would like to place items on traditional reserve, please bring the books and/or photocopies to the circulation desk and submit the material with a completed reserve form. Items submitted with a properly completed reserve form will be available for users within three business days
- ✓ **Electronic reserves** are accessible through the Dominican University Library web page, organized by school, & course number Electronic reserves can be any document that has been scanned into pdf format.

- ✓ All **electronic reserve material must be password protected**. It is the instructor's responsibility to provide a password on the reserve form.
- ✓ If you are submitting photocopies to be scanned for electronic reserve, please provide an unbound photocopy of the document on 8 ½ x 11 paper. Photocopies must be single-sided, on white background with black text. Due to the fact that large files are difficult to download and print, items submitted must be under 20 pages in length. Items may also be submitted by email or by diskette.
- ✓ If the document is already in Word, HTML, ASCII Text, JPEG, or PDF Format, please send it as an e-mail attachment to [coquendo@dom.edu](mailto:coquendo@dom.edu), subject RESERVES or submit the documents on diskette with a completed Reserve Form.
- ✓ When placing items on reserve, please keep in mind that the Library cannot provide the following services due to limited resources, staffing, national interlibrary loan codes, or federal copyright laws:
  - The Library cannot photocopy items (please provide copies).
  - The Library cannot pull items from the shelves (please bring the materials to the Circulation desk with a reserve form).
  - The Library cannot place items on reserve which have been obtained through interlibrary loan.
  - The Library cannot place periodicals or reference books on reserve
- ✓ Please contact Chelly Oquendo, 708-524-6879, [reserves@dom.edu](mailto:reserves@dom.edu), if you have questions.

### **Copyright Permission Center**

<http://domweb.dom.edu/library/Crown/copyright.htm>

- ✓ Manages the obtaining of permissions, record keeping and royalty fee payments for the educational use of copyrighted materials placed on electronic reserve or in the Blackboard course management system at Dominican University
- ✓ Please contact Heather Parisi, 708-524-6872, [hparisi@dom.edu](mailto:hparisi@dom.edu), if you have questions.

### **Academic Resource Center**

<http://domin.dom.edu/depts/writing/>

- ✓ Located in Crown 006
- ✓ Tutoring assistance for undergraduates and graduates
- ✓ Subjects covered include Writing, English, or Math
- ✓ Please contact Robert Greenwald, English Department, 708-524-6545, [rgreenwald@dom.edu](mailto:rgreenwald@dom.edu), if you have questions.

### **Evaluation and Citation Formats**

<http://domweb.dom.edu/library/Crown/citationguides.htm>

The library web page provides access to the major citation formats used throughout the university.

- ✓ Modern Language Association
- ✓ American Psychological Association
- ✓ Chicago Manual of Style
- ✓ Turabian Style format
- ✓ Sample papers showing different documentation styles

### **Media Center**

- ✓ Located on the lower level of the library
- ✓ Provides media service on-campus and at the Priory
- ✓ Circulates classroom media and equipment and offers training for equipment

- ✓ Media may be placed on reserve in the Media Center
- ✓ Reserve equipment or material by calling the Media Center Desk on the main campus, 708-524-6888, [medictr@dom.edu](mailto:medictr@dom.edu) or at the Priory Campus, 708-714-9039, [prioryms@dom.edu](mailto:prioryms@dom.edu). Please give 24 hours notice.

### **Microforms and Readers**

- ✓ Available in the Information Arcade on the lower level
- ✓ Microfilm reels of periodical titles are shelved with the bound volumes of the periodical.
- ✓ Microform readers are available in the Information Arcade and on the second floor for Government Documents.

## **Library Resources for Books, Articles .....**

### **Dominican's Online Catalog (ILLINET)**

<http://domweb.dom.edu/library/Crown/Books/books.htm>

- ✓ The library owns more than 300,000 books, cd-roms, maps, music recordings, scores, videos, and government documents.
- ✓ The online catalog allows you to check Dominican's Library holdings of books, magazines/journals, maps, music recordings and scores, videos and media.
- ✓ The availability of these materials can also be checked at 65 academic libraries within the Consortium of Academic and Research Libraries in Illinois (CARLI). The name of the catalog for each of these 65 libraries is I-SHARE.
- ✓ A list of these 65 libraries is on the last page of this booklet.

### **WorldCat**

This database is a global online catalog describing the holdings in thousands of libraries across the United States and throughout the world.

- ✓ It is part of the FirstSearch family of databases to which Dominican subscribes. Use WorldCat when you cannot find a book in I-SHARE. Books that you find in WorldCat can be obtained through interlibrary loan, but usually take longer to receive than books requested from CARLI libraries.
- ✓ Please direct questions to the Reference Librarian, 708-524-6875.

### **Articles**

<http://domweb.dom.edu/library/Crown/articles.com.htm>

- ✓ Dominican's reference collection has over 100 print indexes and guides. This collection is enhanced by almost 100 online subscription indexes.
- ✓ The online indexes are accessible from any computer connected to the web both on and off campus. You will need your Dominican network user name and password to use these databases off campus.
- ✓ Besides providing an index, most of these online databases include or link to full text articles from over **16,000** journal titles. If the database does not provide the full text directly, information will be provided about how to access the full text in a different database or via interlibrary loan. This capability creates a unified system for research.
- ✓ Please call the Reference Desk, 708-524-6875, for questions you may have regarding database selection or use.

## **Frequently Asked Questions**

**Q. How do I access the online databases from off campus? A.** Detailed information about how to access these databases from off campus can be found on the library's website [http://domweb.dom.edu/library/Crown/faq\\_ezproxy.htm](http://domweb.dom.edu/library/Crown/faq_ezproxy.htm)

**Q. I'm having problems getting into the library's databases from off campus. Who do I contact for help? A.** You may call the Reference Desk (708.524.6875)

**Q. I need to find a specific journal article but I don't know which database to use. What is my best option? A.** Use the Journal List link on the library homepage. Search by the title of the journal to see which database the journal is available in full-text. This list includes journals the library subscribes to in print as well as electronic format.

**Q. I want to check out an item from Rebecca Crown Library, how do I get a library card? A.** Your Dominican University ID will serve as a library card. To borrow materials in person at any other ILCSO library with which Dominican has a reciprocal borrowing agreement, you must have your Dominican University ID card, and you should check at our circulation desk to make sure your name and identification number are in the database.

**Q. I need to request an item from another institution but I don't know my library borrower ID. What is this? A.** Your library borrower ID is the same as the 14-digit number that appears on your Dominican University ID card. Please see a list of participating libraries on the back cover of this booklet. PLEASE NOTE: Beginning with the 2002 Fall semester, the Rebecca Crown Library began batch loading student registration information into its Voyager patron database and ceased using the Social Security Number, replacing it with the new CMDS identification number. This method of batch loading was only possible for registered students; staff and faculty could not be automatically entered into the Voyager patron database. To better ensure your security, the Rebecca Crown Library would like to cease using the SSN for all Dominican patrons and instead begin using the CMDS identification number. In order to do this, WE NEED YOUR HELP. If you have not already had a library staff member edit your library account to delete the SSN and replace it with your CMDS ID, please visit the library or contact Benjamin Weseloh at 708-524-6874, [bweseloh@dom.edu](mailto:bweseloh@dom.edu).

**Q. Where do I check out material and what is the loan period? A.** Books, Curriculum Materials, and Government Documents can be checked out for sixteen weeks at the Circulation Desk. You may renew print items from our library and others by logging into My Account. Reference material and periodicals may be checked out at the reference desk for a designated period of time. Audiovisual material may be checked out in Media Services.

**Q. I requested an item from another institution but I don't know if it has arrived yet. Who can I contact for help? A.** You may call the circulation desk (708.524.6876) or Interlibrary Loan department (708.524.6877). You can check on Items requested through CARLI by logging into My Account.

**Q. What do I do if a book I need is not on the shelf? A.** Please print the record and give it to a staff member at the circulation desk and include your name and telephone number. The circulation staff will determine the status of the book and contact you within three working days of your request. If we cannot locate Dominican University's copy, we will automatically request the book for you through interlibrary loan.

- 50 desktop computers** are available throughout the library. All of these computers have access to the Internet, library electronic resources, the Microsoft Office software used on campus, and are connected to networked printers. Network jacks for laptops are available on every floor of the library and wireless access is available throughout the library.
- Group Study Rooms** are located on the second floor of the library. Three general group study rooms are available to Dominican faculty and students. These rooms, intended for group study, are on a first come, first served basis and cannot be reserved. The fourth group study room, Room 203, is a group study room with special resources available for Library and Information Science students. All group study rooms are equipped with network jacks that require network interface cards and connecting cables. If you do not have your own network cable, you may borrow a cable from the reference desk in the lower level of the library. A current Dominican ID is required to borrow a network cable.
- The **Juvenile Collection** is located on the second floor, and is intended as a laboratory collection for library science and education students. The collection includes Easy books, Juvenile Fiction, and Juvenile Nonfiction.
- Quiet Areas:** The first and second floors are intended for quiet study. The *Noonan Study Room*, also designated a quiet study area, is located on the second floor of Lewis Hall.
- Food and Drink Policy:** Covered beverages are allowed on the first and second floors of the library.

**Confidentiality of Library Records** In order to protect the privacy of ALL of our patrons, the library has adopted the recommendations of the American Library Association on the confidentiality of library records. Dominican University Library recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential. All librarians, library staff, and student workers are advised that such records shall not be made available to any person, or to any agency of the government except pursuant to due process, order, subpoena or a properly executed search warrant.

**Subject Librarians / Bibliographers**  
**Librarians to contact for collection additions or questions**

**Business**

Accounting	Inez Ringland	6873
Economics	Inez Ringland	6873
Finance	Inez Ringland	6873
International Business	Inez Ringland	6873
Interdisciplinary - Business	Inez Ringland	6873
Management	Inez Ringland	6873
Marketing	Inez Ringland	6873
MIS Business	Inez Ringland	6873

**General**

Popular Literature	Heather Parisi	6872
Reference	Ben Weseloh	6874

**Humanities**

Art	Molly Beestrup	6886
Communication Arts & Science	Caroline Sietmann	6884
English	Molly Beestrup	6886
Fashion	Molly Beestrup	6886
Graphic Design	Molly Beestrup	6886
Interdisciplinary - Humanities	Caroline Sietmann	6884
Music	Ben Weseloh	6874
Philosophy	Inez Ringland	6873
Photography	Molly Beestrup	6886
Theatre Arts	Caroline Sietmann	6884
Theology	Ben Weseloh	6874

**Info-Science**

Juvenile Library Science	Heather Parisi	6872
Library & Information Science	Inez Ringland	6873

**Language**

French	Molly Beestrup	6886
Interdisciplinary - Language	Molly Beestrup	6886
Italian	Molly Beestrup	6886
Spanish	Molly Beestrup	6886

**Science**

Biology	Molly Beestrup	6886
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Chemistry	Molly Beestrum	6886
Computer Science	Molly Beestrum	6886
Environmental Science	Molly Beestrum	6886
Geology	Molly Beestrum	6886
Interdisciplinary - Science	Molly Beestrum	6886
Math	Molly Beestrum	6886
Nutrition	Molly Beestrum	6886
Physics	Molly Beestrum	6886

**Social Science**

American Studies	Ben Weseloh	6874
Criminology	Heather Parisi	6872
Education	Caroline Sietmann or Inez Ringland	6884 or 6873
Gerontology	Heather Parisi	6872
History	Ben Weseloh	6874
Interdisciplinary - Soc.Sci.	Heather Parisi	6872
Political Science	Heather Parisi	6872
Psychology	Heather Parisi	6872
Social Work	Inez Ringland	6873
Sociology	Heather Parisi	6872

## Other libraries where you may borrow circulating material with your Dominican ID

Augustana College  
Aurora University  
Benedictine University  
Bradley University  
Catholic Theological Union  
Chicago State University  
Columbia College  
Concordia University  
Danville Area Community College  
DePaul University  
Dominican University  
Eastern Illinois University  
Elmhurst College  
Eureka College  
Governors State University  
Greenville College  
Harper College  
Heartland Community College  
Illinois Central College  
Illinois College  
Illinois Institute of Technology  
Illinois Math and Science Academy  
Illinois State Library  
Illinois State University  
Illinois Valley Community College  
Illinois Wesleyan University  
John Wood Community College  
Joliet Junior College  
Judson College  
Kankakee Community College  
Kendall College  
Lake Forest College  
Lewis and Clark Community College  
Lewis University  
Lincoln Christian College and Seminary  
Lincoln Land Community College  
McKendree College  
Millikin University  
National-Louis University  
The Newberry Library  
North Central College  
North Park University  
Northeastern Illinois University  
Northern Seminary  
Northern Illinois University  
Oakton Community College  
Olivet Nazarene University  
Parkland College  
Quincy University  
Robert Morris College  
Roosevelt University  
Saint Xavier University  
Sauk Valley Community College  
School of the Art Institute of Chicago  
Southern Illinois University Carbondale  
Southern Illinois University Edwardsville  
Southern Illinois University School of Medicine  
Trinity Christian College  
Triton College  
University of Illinois at Chicago  
University of Illinois at Springfield  
University of Illinois at Urbana-Champaign  
University of St. Francis  
Western Illinois University  
Wheaton College