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## 1VIII. SECTION VIII

### THE UNIVERSITY LIBRARIES

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Ordering ~~New Library Materials~~ ~~Books and Periodicals~~

The University Libraries system contains over 1,100,000 bound volumes and 2,000,000 microform units. In addition, the library offers access to over 68,000 serials. The Educational Materials Center in Maxim Doucet Hall houses the only collection located outside Edith Garland Dupré Library and contains books representative of a school library.

The University Libraries system is comprised of several libraries: Edith Garland Dupré Library serves as the main library; the [Instructional Materials Center](#) contains books representative of a school library and the [Reading Center](#) provides support for literacy and research; both are housed in Maxim Doucet Hall. The University Art Museum Library contains books housed in the [Paul and Lulu Hillard University Art Museum](#); and the [William S. Patout III Sugar Library](#) in Patoutville, LA, contains books and materials relative to the sugarcane industry. The Edith Garland Dupré Library is at the heart of the University. Here, you have access to millions of volumes and e-resources, plus an array of archival and special collections like those of the Acadiana Manuscripts Collection, the Ernest J. Gaines Center and the Cajun & Creole Music Collection. ~~Explore our resources or take a break to sip a coffee in Jazzman's Café. Feel free to Use one of our 300+ computers, explore the various technologies available or learn about the library's resources in our SMART classroom.~~

The Library is a member of LOUIS: The Louisiana Library Network, a consortium of public and private college and university libraries in the state of Louisiana. LOUIS is widely recognized as a model for cost-effective collaboration in higher education that works to ensure equitable access to resources, services, and technologies by maximizing purchasing power and sharing expertise.

#### Library Hours

Library [hours](#) are posted at the entrances to the building, and on the library's web site and via social media. Some areas have limited hours of operation which are posted in the area. Intersession and holiday hours are posted in advance.

#### Library Catalog

The online public [catalog](#), iLink, lists all materials and journals owned by held by the University Libraries. The iLink catalog can be searched by author, title, subject, or other known information such as call number. The catalog iLink includes most of the library's journal holdings, but does not index individual articles printed in journals or newspapers (For access to individual articles, see section about Online Research Services. The catalog iLink permits you to see if a book is checked out provides information on the availability of specific resources, and allows for patrons to access to your their account information.

The catalog iLink can be accessed on campus or remotely.

### **Circulation Services Borrowing Materials Loan Policy**

In order to borrow books materials from the library, faculty must have a current university ID card (Cajun Card). Books Materials charged to faculty are due at the end of the spring semester of each academic year, usually in May. At that time, all books materials should be either returned or renewed. Further information concerning circulation of library items may be obtained from [Circulation Services](#) (2-6025).

Material in the [Louisiana Room](#), [University Archives & Acadiana Manuscripts Collection](#), [Rare Book Collection](#), the [Ernest J. Gaines Center](#), and the [Cajun & Creole Music Collection](#) do not circulate for use outside the building except with special permission. Further information concerning these collections may be obtained from the [Special Collections Department](#) (2-5702).

### **Reciprocal Borrowing Program**

The Library participates in the [LOUIS Reciprocal Borrowing](#) program. Faculty may request a LOUIS Reciprocal Borrowing Card that will be honored at participating Louisiana academic libraries. A card can be obtained from the Circulation Desk at Edith Garland Dupré Library.

### **Reserve Services Desk**

Faculty who wish to assure availability of material assigned for class use may place the material on reserve. The faculty member decides whether the materials should circulate for periods of 2 hours, 1, 3, or 7 days. Information on the procedure used to place materials on reserve may be obtained from the [Reserve Desk](#) (2-6025).

### **Interlibrary Loan**

The [Interlibrary Loan Department](#) supports the research and educational needs of the University of Louisiana at Lafayette community by providing access to materials not held in the library's collections. This service is available to current University of Louisiana at Lafayette faculty, staff, students, and retirees who are engaged in research and possess a library circulation account in good standing.

### **Online Research Services**

The Reference & Research Services Department provides access to a number of online databases and e-books to assist faculty in their research. These electronic resources are available for searching via the Library's [Reference Online Center](#) and via remote access. Librarians can advise faculty about research options in-person, on the phone, and through e-mail and real-time chat using through the [Ask a Librarian](#) Ask-Reference service. Further information concerning online research services may be obtained from the [Reference & Research Services](#) (2-6030).

### **Instructional Services Library and Research Instruction**

Library and research instruction is provided in a variety of different formats by library faculty. These include lectures, basic and advanced library tours, online instructional guides, [embedding librarians in courses](#), and individual instruction to faculty members. Instructional sessions to first-time library users include presentations on the Library's catalog and multi-disciplinary online databases. Upper-level classes are introduced to discipline-specific subject databases and other resources. Further information concerning library and research instruction may be obtained from [Instructional Services](#) the Internet Access Services Department (2-1160).

### **Digitization Services and Institutional Repository**

The Library's [Special Collections](#) provides digitization services for research and scholarly use. Digitization efforts are utilized to preserve the University's archival holdings and to increase their accessibility for the community. See the Library's [Digitization and Photoduplication Policy](#) for more information.

Faculty are strongly encouraged to contribute to the University's institutional repository, an online space that brings together and provides open access to the University's scholarship and intellectual content. Scholarship includes research articles, class projects, presentations, digital collections, and much more.

Please contact [Special Collections](#) for more information.

### **Study Carrels**

A limited number of study carrels are available for use by faculty members and graduate students engaged in research projects. These carrels are assigned through the Reference Department (2-6030).

### **Ordering ~~New Library Materials~~ Books and Periodicals**

The Library's materials budget is allocated to all academic departments for the purpose of purchasing ~~books~~ **materials** in various subject areas. A ~~departmental~~ faculty member is appointed to act as liaison between the department and the Library, and all requests for ~~books and periodicals~~ **materials** must be sent to the department's library representative who then forwards the requests **will be sent via the liaison** to the Library. **Requests for new periodicals or e-resources should be submitted to the [Head of E-Resources & Serials](#)**. Library faculty members are available to assist ~~departmental library representatives~~ **the liaisons** with their requests and to keep them apprised of expenditures in their areas. Further information concerning the ~~purchase of materials~~ **requests** for the Library may be obtained from the Technical Services [Collection Development Department](#) (2-6033).

For more information **on library services and policies**, see the **University Libraries** Edith Garland Dupré Library [website](https://library.louisiana.edu/) at <https://library.louisiana.edu/>.

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