

## **Staff & Administrator Guide to Library Resources & Services**

### **Welcome to Your Library!**

One of the benefits of working at Chapman is access to a world of information through the Leatherby Libraries. This guide was created especially for staff and administrators to provide you with basic information on the resources and services available to you. Please do not hesitate to contact us with any questions.

#### **Getting Started**

##### **Your Library Card**

Your Chapman University ID is also your library card! When you are ready to use the library, simply come to the 1st floor Circulation Desk to activate your card.

##### **Reference Librarians**

Librarians are available to assist you at the 1st floor Reference Desk. (Reference hours are posted on the library's website.)

#### **Community of Readers**

*~ for readers & book lovers ~*

In the summer, the Leatherby Libraries sponsors a reading program for all staff, administrators, and faculty with a Chapman ID. The program was created to celebrate reading and build community across campus. Members select their own books to read from the Leatherby Libraries, write brief reviews, and are entered into prize drawings.

**Look for announcements in May!**

#### **Books, DVDs, CDs, & more**

##### **Library Catalog**

The online library catalog is the place to find books (print and electronic), DVDs, CDs, and other materials.

##### **Popular Reading & Bestsellers**

On the 1st Floor near the Reference Desk, the library provides the McNaughton Collection, a rotating selection of current bestsellers and books by popular authors. Recent authors include Nora Roberts, James Patterson, Michael Connelly, Janet Evanovich, Dean Koontz, and J. K. Rowling.



#### **Periodicals & Research**

##### **Journal Finder**

Use the online Journal Finder to find out if the library has a particular periodical (magazine, newspaper, or journal) available online, in print, or in both formats.

##### **Print Periodicals**

Current issues of print periodicals, including newspapers, are located on the 1st floor. Older issues are bound and shelved in the appropriate library on the 2nd and 3rd floors.

##### **Newspaper Databases**

The library has a wealth of online full-text newspapers, including current and historic, dating back to 1800.

##### **Research & Article Databases**

Access online databases through the library's website. We provide access to general, interdisciplinary and subject specific databases. We are always enhancing our database offerings. Currently, the library provides access to over 130 databases.

#### **Interlibrary Loan**

If the library does not have a book or article you need, you can get it from another library through ILLIAD, our electronic interlibrary loan system. The user-friendly system allows you to place requests and check the status of your requests online. Please visit the library's website for more information on how to request materials from other libraries, set up an account, or obtain general ILLIAD policies.

#### **Contact Us**

**Circulation: (714) 532-7723**

**Reference Desk: (714) 532-7714**

**Interlibrary Loan: (714) 532-7717**

**Main: (714) 532-7756 / (800) 344-5756**