RESEARCH HELP

About Your Librarians
Librarians are here to assist you with your research and help you to be successful college students. Every librarian at the Leatherby Libraries has a master’s degree in library science. Many librarians also hold a second advanced degree in another subject area.

Research Assistance
Librarians are available for in-person research assistance at the Reference Desk on the 1st floor. (Check the library’s website for reference hours.) Librarians are also available for individual research consultations when you need in-depth help with your research. Call (714) 532-7714, stop by the Reference Desk, or e-mail us at libweb@chapman.edu to schedule an appointment.

Research & Subject Guides
Online research guides by subject are available on the library’s website (Select Research/Subject Guides under Research). These guides point to resources to help you on assignments for almost any class.

Research & Article Databases
Access approximately 150 online databases by title or subject through the library’s website. Many of these subscription resources provide you with full-text articles that are not freely accessible through Google and other search engines.

Interlibrary Loan
If the library does not have a book or article you need, we can get it for you from another library through ILLIAD, our electronic interlibrary loan system! 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 (Select Interlibrary Loan under Services). You may also stop by the Interlibrary Loan department on the 1st floor with any questions Monday-Friday 8:00am-5:00pm.

BOOKS & PERIODICALS

Library Catalog
The online library catalog is the place to go for finding books. The library catalog is the first search box directly under Start Your Search on the homepage of the library’s website.

Circulating, Reference, & Electronic Books
The majority of books that may be checked out of the library are located on the 2nd and 3rd floors. Please visit the library’s website at www.chapman.edu/library/info/rules/checkoutpriv.pdf for check-out periods and the maximum number of items you may borrow at one time. Reference Books (library use only) are located on the 1st floor behind the Reference Desk. The library also has several online full-text e-book collections.

Current Bestsellers & Graphic Novels
The McNaughton Collection of current bestsellers and the Graphic Novels Collection are located on the 1st floor. Please visit the library’s website at www.chapman.edu/library/info/rules/checkoutpriv.pdf for check-out periods for these materials.

Periodicals (Journals, Newspapers, & Magazines)
Use the Journal Finder on the homepage of the library’s website to find out if the library has a particular periodical. The library has a substantial collection of online and print scholarly journals and a wealth of online full-text newspapers, including current and historic newspapers dating back to 1800.

AUDIO VISUAL MATERIALS

DVDs, CDs, & Tapes
Use the online library catalog to search for DVDs, CDs & tapes. A large collection of contemporary and classic feature films and television shows available for check-out is located in the John and Donna Crean Library of Film and Television on the 3rd floor.
EQUIPMENT

Computers & Wireless Access
The library is a wireless environment with access available throughout the building. There are 89 computers with Internet access and Microsoft Office software (Word, Excel, and PowerPoint) available for student use on the 1st, 2nd, 3rd, and 4th floors. An additional 58 computers are available in the basement general use lab (B11).

Service Desk
A walk-up Service Desk for computer technical support is located in the basement. Telephone support is available at (714) 997-6600. E-mail support is available at servicedesk@chapman.edu

Printing & Scanning
Printing is available in the library. To print from any computer, you must have print credits. Black and white printing fees are $.10 per sheet or $.05 per side if double-sided. Color printing in the basement general use lab is $.50 per side. Fees are automatically debited from your printing account. Visit www.chapman.edu/computing/labs/printingpolicy.asp for information on printing accounts. If needed, additional print credits can be purchased using your declining balance account. All print credit issues are handled by the Service Desk in the library basement. The library provides 2 scanners on the 1st floor and 1 scanner in Education Media Room 311 on the 3rd floor. A specialized digital microfilm and microfiche scanner is also available on the 1st floor.

Fax
Fax service is available at the 1st floor Circulation Desk. Faxing is limited to the continental U.S. All fax service fees are paid using your declining balance. Fees are $1.00 per outgoing page and $.50 per incoming page. A received fax will be held for 3 days.

Declining Balance Charging Station & Change Machine
A declining balance charging station is located on the 1st floor. With your University ID card, you can add cash to your declining balance account. The available balance can be used to purchase additional print credits and pay for library fines, fax services, and photocopies. A change machine is also located on the 1st floor. The machine will accept $1, $5, and $10 bills. It dispenses quarters.

EQUIPMENT continued

Photocopiers & Microform Readers/Printers
Photocopiers are located in the 1st floor Lewis Family Lounge and in both the 1st and 3rd floor copy alcoves. The Lewis and the 3rd floor photocopiers have double-sided capabilities using the automatic paper feeder. Fees for photocopies are $.10 per copy. Payment for photocopies can be made using coin, bills, or your declining balance. Microform readers/printers are located in the copy alcoves on the 1st and 3rd floors. Fees are $.10 per printed page. These machines only accept dimes.

SPACES

Multi-media Rooms
There are 6 multi-media rooms located on the 2nd and 3rd floors. The multi-media rooms are available for online booking up to 7 days in advance. Room keys are checked out at the Circulation Desk. The rooms provide plasma viewing screens and other audio/visual equipment.

Group Study Rooms
There are 15 group study rooms located throughout the library on the 1st, 2nd, and 3rd floors. Two of the rooms are available for online booking up to 7 days in advance.

24-Hour Study
The Rotunda on the 1st floor is available for 24-hour study Monday opening through Friday closing during the fall and spring semesters. (Hours subject to change and staff availability.)

Coffee & Vending
Vending machines with drinks and food snacks are available in the Lewis Family Lounge across from the Reference Desk on the 1st floor. Café service with coffee, espresso drinks, and snacks is available in the 1st floor Rotunda. (Hours for café service are subject to staff availability. Please visit the Rotunda to confirm the café’s current hours of operation.) Food and drink are permitted in the 1st floor Rotunda and Lewis Family Lounge, including the lounge’s 2 study group rooms, but not in other areas of the library.