

University Libraries' Services and Resources for Main Campus Graduate Students



*The University of Toledo Libraries strive to meet the information needs of our faculty, students, and staff. When the University Libraries do not have the item you need, you can often borrow it or get a photocopy or PDF from another institution. **OhioLINK** (our consortium of 90 institutions) consists of every Ohio college and university library, the State Library, and some public libraries.*

Contact Information and Library Hours

Carlson Library (Main Campus) reference/info desk: Carlson Library circulation/course reserves desk http://library.utoledo.edu/ Information on hours of service	(419) 530-2325 (419) 530 - 2323 (419) 530-2298
Mulford Library (Health Science Campus) reference desk Mulford Library service desk http://www.utoledo.edu/library/mulford/index.html Information on hours of service	(419) 383-4218 (419) 383 - 4225 (419) 383-4225
LaValley Law Library (3rd floor of Law Building) reference/info desk: LaValley Law Library circulation/course reserves desk http://law.utoledo.edu/students/lawlibrary/ Information on hours of service	(419) 530-2946 (419) 530 - 2733 (419) 530-2733
McMaster Engineering Library (Palmer Hall) reference/info desk: McMaster Engineering Library circ./course reserves desk http://www.cl.utoledo.edu/coll/eng.html Information on hours of service	(419) 530-3948 (419) 530-3948 (419) 530-2298
Ward M. Canaday Center for Special Collections (& Archives) Located on the 5 th floor of Carlson Library	(419) 530-2170

Carlson Library's HOURS for Fall and Spring semesters :

1st floor Information Commons opens Sundays at 12:00noon & stays open until 8:00pm on Friday
All floors of Carlson Library: Saturdays 9:00am – 8:00pm; Sunday 12:00 – 12:00;
Mon –Thursday 7:30am – 12:00 midnight ; Friday 7:30am – 8pm

Mulford Library's HOURS for Fall and Spring semesters :

Monday -- Thursday	7:30 am – 12 midnight;	Friday	7:30 am - 7:00 pm
Saturday	10:00 am - 10:00 pm;	Sunday	10:00 am – 12 midnight

McMaster Engineering Library's HOURS for Fall and Spring semesters :

Monday -- Thursday	8:00am – 7:00pm;	Friday	8:00am – 5:00pm
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Saturday closed; Sundays 12:00noon – 5:00pm
-- Engineering reference services available, M- F, 8:00am – 5:00pm

Ward M. Canaday Center for Special Collections (& Archives)
Monday – Friday 8:00am – 5:00pm and by appointment

What is the role of the university library? What is the role of an academic librarian?

A university library's role is to **support the research and learning of students, staff, & faculty. Our expertise is knowing how information (e.g. databases, journals, books, government documents, etc.) is organized.** From the simple to the complex, we offer to save you time and frustration with finding any and all information.

Our Reference librarians can help you find the information you need, whether it's a phone number or address, a journal article, statistics, information on a drug or disease, state or federal legislation, a SWOT analysis, or anything else.

Our goal is to make sure that you have the information you need - for research, for a course assignment, for your administrative decisions and strategic planning, for patient care, or for personal interest - in a timely manner. Our reference assistance is designed to accommodate a variety of work schedules and styles.

You can get information help

*In person.
By email.*

*By phone.
By online form.*

By online chat.

Please see our websites for specifics:

"Reference" defined:

When you have a question about how to find specific information or how to use library's services or resources (especially our many research databases), assistance can be obtained by contacting the library's reference department. A professionally trained reference librarian will provide an answer or refer you to a knowledgeable source.

Course Reserves/E-Reserves defined:

Many instructors/professors elect to supplement the course textbook(s) with chapters from other books, videos, sample exams, lecture notes, etc. Making these materials available at or via the library is the best model for student access. Materials at the library are given a shorter loan period (one-hour, three-hour, overnight, three-day, etc.) for a limited period of time (usually one semester) at the request of the instructor, to ensure that all the students enrolled in a course have an opportunity to use them.

E-Reserves allow for PDF images of documents to be viewed online. Please contact us concerning any questions on copyright and fair use.

RESOURCES:

BOOKS

The University of Toledo Libraries strive to meet the information needs of their faculty, students, and staff. When UT does not have the item you need, you can often borrow it or get

a photocopy from another institution: **OhioLINK**, our consortium of 90 institutions, consists of “every” Ohio college and university library, the State Library, and some public libraries. It offers access to more than 48 million library items statewide (55,000 e-books, 12,000 journals, 140 online databases, & more).

The OhioLINK library catalog contains records for over 11.5 million unique items (covering all disciplines). Please feel free to recommend books for the libraries to purchase. We are generally very responsive, based on available funding.

Your borrowing privileges depend on your status:

Status	Loan period*	Number of Renewals	Maximum # of items
Students (Undergraduate & Graduate)	4 weeks	up to 4	50
Faculty & Staff (including Preceptors & Volunteer Faculty)	16 weeks	1	Full time: Unlimited Part time: 100
Courtesy Card holder	4 weeks	1	2 initially, 25 after card is issued.
OhioLINK Borrowing (regardless of Status)	3 week	up to 4	5 items for Courtesy Card holders
*For most materials. Reserves, multimedia, and other materials may have shorter loan periods.			

JOURNALS

Electronic Journals

The University of Toledo Libraries provides access to over 5000 electronic journals. The quickest way to find them is our [UT Libraries Electronic Journal portal](#), which lists journals from OhioLINK, our own subscriptions, and full-text journals available in our many research databases. You may also do a title search for a journal in the UTMOST online catalog.

Print Periodicals

Carlson Library subscribes to about 1200 periodicals in print format as well. The main campus library has journals in the health sciences that are not available at the Health Science Campus and are not available electronically. Their location and arrangement are described below:

Locations

Current issues of most periodicals, including newspapers, are kept on the 2nd floor directly through the double doors at either end of the elevator lobby in the [Current Periodical Reading Area](#).

Older issues are in bound volumes on the 2nd and 3rd floors.

- Titles beginning with A through N are on the **2nd floor**
- Titles beginning with O through Z are on the **3rd floor**.

Complete E-Journal List

The UT Libraries now have a complete list of available electronic journals, whether we get them from the OhioLINK *Electronic Journal Center*, one of our many databases with full-text journal articles, or through individual subscriptions. You can browse by title, by provider, or look them up by title keywords using the [UT Libraries Electronic Journal portal](#):

<http://kl6fz4nh2b.search.serialsolutions.com/>

<http://www.utoledo.edu/library/find/ejournals.html>

RESEARCH DATABASES

The University of Toledo purchases access to over 100 databases that contain content which isn't available elsewhere online. More and more, Research Databases act as both your finding aid and your source for the full-text of articles. Databases vary considerably in their design, content, and ease of use.

A large part of what librarians do is save people "time and frustration" with selecting and searching resources. We can often answer your information needs over the phone.

Many of the databases are citation indexes (i.e. descriptions of articles). In order to see whether we have rights to the full articles, click the "Find It!" or "O-LINKS" icons. Access to the research databases is restricted to valid patrons at OhioLINK member institutions.

Due to license agreements, certain databases cannot be accessed from off-campus.

COMPUTERS, MULTIMEDIA, and Workstations

Carlson Library is the main computer lab on Main Campus. It has 130 computer workstations with some 100 additional spaces for laptop use. The circulation desk has 100 laptops available for loan. Carlson Library has two multimedia rooms within the Information Commons that allow you to edit video, audio, etc. for your presentation needs.

The McMaster Engineering Library has 3 computers (1 allows for UTAD logins; the others require a College Engineering password). Study space is also available.

Graduate Study Carrels & Lockers

Graduate students from any UT campus may apply for a private study carrel in Carlson Library. There are a limited number of study carrels, so there may be a waiting list. There is a \$70 refundable key deposit for Graduate Study Carrels; apply for a carrel in [Microform & Multimedia](#) (3rd floor). Alternatively, you may sign up for one of the many lockers located in Carlson Library; go to the Library Administration office to sign up (near the exit doors facing the Student Union).

Individual Instruction Appointments

Though available to everyone, personal appointments are especially useful for graduate students beginning their research. Schedule a time with a knowledgeable librarian to help you learn what tools and databases are available in your subject. Contact Kathy Hall, Kathy.Hall@utoledo.edu, or call (419) 530-4479 to make an appointment.

Are you a Teaching Assistant?

We can help teach your classes how to use the library's databases & other resources. We have classrooms in the library and we can come to your classroom or lab. We are happy to tailor our presentations to the resources your students need. Contact Kathy Hall to make an appointment. We can create "user guides" for your students. These can be *discipline specific, course specific, or assignment specific.*

Theses, Projects & Dissertations

You asked to [submit your thesis, project, or dissertation electronically](#). It will be added to the OhioLINK *Electronic Thesis & Dissertation (ETD) Center* for access to anyone via the Internet.

Also, you will have to submit only **one printed copy** of your thesis, dissertation, or project for the Library Archives. University Libraries will bind this archival copy.

- If you would like a print copy of your thesis, dissertation, or project bound for personal use, take it to [Rocket Copy in the Student Union Building](#). It will be sent out to a commercial binder and returned with a hardcover binding. Turnover time is 2-3 weeks. The cost is either \$10 or \$15 per copy, depending on whether you choose spine or cover printing.

College Department	Representative	Library Liaison
College of Arts and Sciences		
Art	Mysoon Rizk	Lucy Duhon
Biological Sciences	John Gray	Wade Lee
Chemistry	Xuefei Huang	Wade Lee
Communication	Paulette Kilmer	Alice Crosetto
Economics	John Murray	Julia Martin
Environmental Sciences	Donald Stierman	Wade Lee
English	Roberta M. Thornton	Suhasini Kumar
Foreign Languages	Juan Martin	Christine Rigda
Geography & Planning	David J. Nemeth	John Phillips
History	Charles Beatty-Medina	American: Kimberly Brownlee Non-American: Laura Kinner
Mathematics	Stuart A. Steinberg	Alice Crosetto
Music	Patrick Fairfield	Thomas Atwood
Philosophy	John Sarnecki	Thomas Atwood
Physics & Astronomy	James Palmer	Laura Kinner
Political Science & Public Adm.	David Davis	Alice Crosetto
Psychology	Wesley Bullock	Laura Kinner
Sociology & Anthropology	Bill Leons	John Phillips
Theatre & Film	Dyrk Ashton	Suhasini Kumar
Women's & Gender Studies	Jamie Barlowe	Marcia Suter
College of Business Administration		
All Departments	Norm Spohler	Julia Martin
College of Education		
Curriculum & Instruction	Marcella Kehus	Mark Horan
Educational Leadership	Caroline Roettger	
Early Childhood, Physical and Special Education	Ruslan Slutsky	
College of Engineering		
All Departments	Connie Schall	John Napp
College of Law (see Law Library)		
College of Pharmacy		
All Departments	Laurie Mauro	Wade Lee

University College		
University College	-	Marcia Suter
College of Health and Human Services – <u>Human Services</u>		
Counselor Education & School Psychology	Kathleen Reed	Brian Hickam
Criminal Justice		
Military Science & Leadership; Army ROTC		
Social Work		
Undergraduate Legal Specialties		
College of Health and Human Services – <u>Health Services</u>		
Health & Rehabilitative Services	-	Gerald Natal
Health Professions		
Kinesiology		
Occupational Therapy		
Physical Therapy		
Physician Assistant Studies		Jolene Miller
Health Science Campus		
Occupational Therapy		Jolene Miller
Nursing	-	Jodi Jameson
Medicine		Misa Mi
All other Departments		Contact Jolene Miller
<u>Special Populations / Subject Areas</u>		
Student-Athletics		Brian Hickam
Canaday Center / Archives	-	Barbara Floyd
Diversity Studies		Jolene Miller
Information Literacy		Thomas Atwood
Latino Studies		Gerald Natal
Religious Studies		Alice Crosetto