



Welcome

Welcome to the John D. MacArthur Campus Library. The Libraries at Florida Atlantic University support the University's instructional, research, and service activities through provision of access to information and materials, assistance and instruction in their use, and preservation of collections for use by future generations of students and scholars. Our secondary mission is to support scholarly endeavors and information needs in the local, regional, national, and international communities.

The John D. MacArthur Campus Library

The John D. MacArthur Campus Library is a full partner with the Florida Atlantic University Libraries and, with few exceptions, offers the same services and electronic resources as the main campus library at Boca Raton. The combined holdings of all the FAU libraries number over one million volumes. The MacArthur Campus Library collections at Jupiter support the curriculum of six of the ten University colleges. For most library research projects that require recent information, you will find that the MacArthur Campus Library either has what you need or can get it for you through Interlibrary Loan. Staff at this campus location pride themselves in the service they offer to all visitors. Please let us know how we can help with your information needs.

For more information, visit the FAU Libraries home page at www.fau.edu/library.

Library Hours for Fall and Spring Semesters

8:30 a.m. ~ 9:00 p.m., Mon-Thurs

8:30 a.m. ~ 5:00 p.m., Friday

10:30 a.m. ~ 7:00 p.m., Saturday

12:30 p.m. ~ 9:00 p.m., Sunday

Service Desk Number: 561.799.8530

Journals at MacArthur Campus Library

Thousands of academic journals are available at this campus both in print and online formats. Most, however, are online and can be searched by linking to our *Electronic Journals* web page at www.library.fau.edu/npb/journals.htm. Print journals are located across from the first floor moveable shelving units, conveniently located near a copy machine.

Finding Journal Articles

The FAU Libraries subscribe to 300+ databases. A full list is available at www.library.fau.edu/ecollect/ecollect.htm. Many databases include the full text of journal articles. Others carry a mix of citations and abstracts and some full text. To help determine which databases are most appropriate for your topic, our librarians have created subject pages to guide your search to the most appropriate database. Visit *Resources in Your Subject Area* at www.library.fau.edu/npb/npbsubj.htm. If the article you need is not available in full text, it is still possible that another database may have the full text. Please ask for help if you are unable to locate needed articles.



The SFX (Special Effects) button provides links from a citation in one database to the full text of that article (when available) in another FAU Libraries database.

360 Search, a federated search engine, is another online tool for locating books and journal articles for your topic. When using 360 Search, the majority of our databases will be searched all at once, saving valuable time! A link to this resource is available directly from our home page.

When beginning with a citation for an article, first check our collection of Electronic Journals at <http://www.library.fau.edu/npb/journals.htm> to determine whether the journal you need is available electronically. If the article is not available electronically, check the catalog to see if the library owns the print version of the journal. If it is not available at your nearest FAU library or is simply not available at FAU, make an interlibrary loan request for it through ILLiad.

Inter– and Intra– Library Loan Service for FAU Affiliates

If the MacArthur Campus Library does not have what you need, we usually can get it for you. The FAU Libraries' Interlibrary Loan office borrows from other libraries in Florida, the United States and from around the world.

Current FAU students, faculty and staff are eligible for Interlibrary Loan. Please make your requests through ILLiad. ILLiad is a streamlined ILL service that allows you to track and manage your Interlibrary Loan requests online. Instructions for accessing ILLiad are at: <http://fau.hosts.atlas-sys.com/illiad/login.html>

To be sure that your item is not delayed, be careful to have an accurate and complete citation and answer all the questions on the form. Interlibrary Loan will not fill your request if the item is at this library or if it is available to you online.

If a book or media item is at the Boca Raton Campus Library or the Port St. Lucie Library, you will usually have it in 3-5 working days. Journal articles from Boca Raton may take up to 5 working days and are sent electronically to your desktop. Loans from other libraries outside the FAU system may take three weeks or more.

The Interlibrary Loan office will send notification when your request for a journal article or book has been fulfilled. Once the item request has been processed in Boca Raton, the Interlibrary Loan office will notify you by email that it is available. A second email from the MacArthur Campus Library will indicate that your item is ready for pick up.

For convenience, we have a microfilm and microfiche reader-printer. The reader-printer and microform storage cabinet are located on the second floor balcony.

A note about requesting videos and DVDs: Videos and DVDs can be searched through the ENDECA catalog. They are frequently used by faculty for instruction purposes. For this reason, media items are loaned for just seven days. If you are requesting a DVD or video not owned by FAU, use the *book* portion of ILLiad to make your request and check the box stating whether you are willing to pay a fee for the item or only want it if it is free. Libraries outside the FAU system are cautious about lending media materials. To be sure that you receive the item on time, it is preferable to borrow from within the FAU system.

Printing and Downloading Charges

Printing from the computers is 15 cents per page, paid by using your Owl Card. Visitor cards can be purchased in the Library for one dollar. Copy machines are 10 cents per page with the Owl or Visitor Card. The copy machines accept Owl and Visitor Cards. The library has a Cash to Card machine, but the library does not make change.

There is no charge for downloading or emailing full text. Most of our databases allow downloading. If the database has an email option, instructions will be in the database.

Library Reserve Material

Professors place selected books and articles on RESERVE as assigned reading. Please ask for these at the Service Desk by the name of your professor or by course number. Most are Library Use Only. We currently have one copy machine for your use. All paper, DVD and video reserves must be checked out, so remember to bring your Owl Card. If the course material has been digitized for electronic Reserve, it is accessible via ENDECA, the library catalog (<http://fa.catalog.fcla.edu>). Please ask for help if you need additional assistance locating this material. If you are a faculty member wishing to place media on reserve for students or for classroom use on a specific date, please use the Media Request form found online at <http://library.fau.edu/npb/eforms.htm>. This will help ensure that materials you need will be available for show date.

Special Collections

Art Slides. The MacArthur Campus Library owns 7,100 photographic slides from the American Library Color Slide Collection. These are available to current faculty for classroom use.

Children's Books. To support courses in elementary education, the library purchases award-winning children's books every year. Anyone with an Owl Card may borrow books from this popular collection.

DVDs & Videos. Our collection of motion picture and documentary materials is a reflection of the instructional interests of the MacArthur Campus faculty. In addition to the titles that appear on our shelves, the Media Center at the Boca Raton Campus Library has an extensive collection which may be viewed onsite or borrowed. There is a 7-day checkout period with a 25-cent per day late fee on media items. These items cannot be renewed.

Honors College Senior Theses. The capstone of the Honors College student's career is the senior thesis. Each term, bound theses are added to the circulating book collection. These are showcased at the front of the library for easy access. A number of these student works

are also available online in full text. Please check the catalog for availability.

Loeb Classical Library. The original Greek and Latin texts of the most significant classical works appear here with English translation. These works are found on the second floor, on the shelves adjacent to the elevator.

“Theatre in the Raw” Collection of Plays. A benefactor has donated a sizeable number of plays written for the most part in the 20th century. See www.library.fau.edu/npb/raw.htm for titles and shelf locations. These are available for check-out.

Information Literacy and Library Research Assistance

As described by the American Library Association, information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information." Florida Atlantic University Libraries are committed to assisting others to develop these abilities.

Reference Services. During regular hours of operation, there are trained staff members available to assist with your information needs. There is usually a professional librarian on duty in addition to other qualified staff. We welcome the opportunity to help you.

Database Instruction. We provide in-depth database instruction in the library, in computer labs, or in classrooms. If your professor has scheduled library instruction, we recommend that you join in, even if you have received this instruction in the past. Our databases are constantly changing. Please ask for assistance at the Service Desk if you need further instruction.

Individualized Assistance. Please ask for help from one of our staff. If you wish to make an appointment with a staff member to assist you, please speak with someone at the Service Desk to arrange a time.

Internet Access

We have 16 public workstations and a computer lab with 24 PCs. All PCs have unrestricted internet access, MS Office programs, CD/DVD drives, USB ports, and recording capability. Additionally, the library provides wireless access to the Internet. We have 9 laptops available to Owl Cardholders for 3-hour in-library checkout. To use the library's wireless network, you must know your FAU netID and password. For complete information about how to use your laptop in the library, please go to www.library.fau.edu/ecollect/laptop.htm.

ENDECA at <http://fa.catalog.fcla.edu/> includes links to

FAU's book, journal, video, and government document catalog holdings for the Boca Raton, Treasure Coast, and MacArthur Campus Libraries, Course Reserves and Online Book Renewal.

Obtaining a Library Card (FAU Affiliates)

Your student ID, or OWL card, is your Library card. If you have not received your student ID, we can create a temporary Library card for you. Your 14-digit Owl card number is your password, via EZ-Proxy, to the library's online databases when you are off-campus.

Book Check-out Policy

If you are an FAU undergraduate or PBCC staff/student, you may check out books for three weeks. Graduate students have books for the term; faculty books become due June 30 and December 30. If you are in another category, please inquire at the Service Desk. Renewals are

possible if no one has placed a hold on your book. Reference books and periodicals generally do not circulate, but please ask if you need to borrow one for a short time. Library fines are 25 cents per book per day, up to a maximum of \$5.00. The fine for an overdue Reserve item or a video/DVD is 25 cents per day, up to a maximum of \$10.00. The charge for a lost book is \$66.81 with an additional handling fee of \$6.00. The campus cashier accepts payments for these charges.

Online Renewals, Placing Holds, and Recalls

Online renewal service can be found in the catalog. Click “renewals/library account” in the upper right portion of the search screen. You are able to renew your books online up to three times. After that, you will need to bring the book to the Library for renewal (and then you are eligible for three more online renewals). You can renew a book online if it is already overdue, however the system will not display fines you may have accrued up to the date of renewal. Reserve material and items that have been recalled or have a hold on them cannot be renewed. Holds and recalls can be placed online within catalog records. Study rooms and laptops may not be renewed online.

Beginning a Research Project

Information for Students link found on our home page at www.library.fau.edu/npb/infostu.htm, includes various tutorials and guides. From the Library’s home page, select *Resources in Your Subject Area* for discipline-appropriate databases. Librarians and available staff are also available for assistance.

We recommend that you plan ahead. Library research tends to take more time than expected, particularly if items need to be borrowed through Interlibrary Loan.

Live Chat and Online Reference Assistance

The FAU Libraries have an online reference desk: www.library.fau.edu/depts/ref/askpol.htm. Select either live chat or email options. When using the email option, a response will usually be sent within 48 hours. Questions received during evening, weekend or holiday hours will be handled on the next business day. Chat is only available weekdays, 9:00am – 5:00pm.

Students with Disabilities

The MacArthur Campus Library has one assistive technology PC with a large scale monitor, JAWS software, and a scanner. For those needing assistance due to visual impairment or due to learning disabilities, Kurzweil software is available for scanning printed material, and will read it aloud, and create portable mp3 file. Please do not hesitate to ask for assistance.

Tutors

If you are a tutor being paid by clients for your service, please find another location to conduct your business. For students seeking university-sponsored tutoring, please contact Student Services.

Children in the Library

A parent or guardian must accompany children when they visit the library. We cannot supervise children. Please keep in mind that many students come to the library for the purpose of quiet study.

Study Rooms

We have two study rooms for groups who need to work collaboratively. One will seat 2-6

people and it has a chalk board. A larger group study room seats 8-10 people and has a whiteboard. These are available on a first-come, first-served basis and cannot be reserved ahead of time. "Keys" must be checked out with an Owl Card from the Service Desk. Rooms are available for three-hour periods and may be renewed if others are not waiting to use the room. Use of these rooms is restricted to valid Owl Card holders.

Eating, Drinking, and Cell Phones in the Library

Eating food or candy is not allowed in the Library. Liquid refreshment is ok if it is in a sturdy spill-proof container, such as a sports bottle or a bottle with a screw top. Cups with sturdy lids (Starbuck's) are acceptable. Please help us avoid ant, roach and messy spill problems by keeping food, candy and open cups out of the Library. There is a lounge area in the lobby for chatting with friends and eating. Discrete use of cell phones is allowed in the library.

Audio-Visual Equipment

The library no longer supplies audio-visual equipment for classroom use. Please contact Phil Snowwhite at psnowwhite@fau.edu for assistance with audio-visual equipment in classrooms.

We have three TVs with VCRs and DVD players for use in the library. DVDs can also be played on our public PCs. We also offer two scanners, a Bose CD player, and headphones for in-library use.

What to Do if You Have a Suggestion to Offer

Please speak with any of our staff.

Friends of the Libraries

If you would like to support the Library financially, we have Friends of the Libraries program. Please ask for a notice at the Service Desk or visit www.library.fau.edu/policies/pubpol/friends.htm for further information.

Guests

Non-FAU-affiliated guests may use the library resources onsite, but cannot check out materials without an FAU, PBCC, SUNSHINE or SEFLIN card. Computer use is available to all visitors. Guests may request use of headphones and media items at the service desk. Use of the study rooms is limited to valid Owl Card holders only.

JOHN D. MACARTHUR CAMPUS LIBRARY
Florida Atlantic University
5353 Parkside Dr. Jupiter, FL 33458
Phone: 561-799-8530
www.library.fau.edu/npb/npb.htm