

Student Handbook



University of New Mexico Valencia Campus Library
280 La Entrada
Los Lunas, NM 87031
505-925-8990

<http://www.unm.edu/~unmvclib>

Fall/Spring Semester Hours

Monday-Thursday	8:00 am – 8:30 pm
1 st & 3 rd Friday	10:30 am – 5:00 pm
2 nd , 4 th , and 5 th Friday	8:00 am – 5:00 pm
Saturday	10:00 am – 4:00 pm
Sunday	Closed

Closed Major Holidays
Library Policies and Services

Checking Out Materials

UNM Valencia Campus students may check out library materials as indicated below:

Students **must** present their library card (student id with library barcode) at time of check out.

Collection	Loan Period
Books Printed and electronic items in most subject areas.	30 days E-books on campus only
Films Popular and instructional DVDs and cassette tapes.	3 days (limit 2 titles)
Maps National Geographic, topographic, geographic and other types of cartographic items.	3 days
Newspapers In paper: Albuquerque Journal, Valencia County News Bulletin, El Defensor Chieftain, Wall Street Journal, and Sunday New York Times. Back issues and other titles available in microfilm and electronic format.	3 days Current issue is in library use only.
Pamphlet File Brochures, clippings, magazine articles and other handouts arranged by subject folder in steel file cabinet.	In Library use only.
Periodicals Print issues of English and Spanish magazines shelved in alphabetical by title. Current year on slanted shelves. Previous years on adjacent shelving. Most periodicals are available in electronic format only.	3 days Current issue is in library use only.
Reference Materials Primarily dictionaries, encyclopedias, handbooks, and directories	In Library use only.
Reserve Materials Books, notes, sample tests placed in library by class instructor for short term use. Available at circulation desk.	Determined by the item.
Law Library Materials Print "pro se" collection, New Mexico and federal legal materials. Supplemented by New Mexico and Federal legal online databases.	In Library use only.
New Mexico State Documents Publications from New Mexico State Agencies.	Determined by the Item

Renewing Loan Periods

Materials may be renewed 3 times, if no other borrower has requested the item.

1. You may renew items online using LIBROS and your library barcode.
2. Library staff will renew items in person at the Circulation Desk.
3. Library staff will renew items by phone (505-925-8990).

Requesting Items That Are Checked Out

All borrowers may request an item that is checked out (place a hold).

Library staff will ask the person who has the item to return it.

When the item is returned, Library staff will notify the requesting borrower that the item is available.



Returning Items

Materials may be returned to the Circulation Desk or a Bookdrop.

Reserve materials must be returned at the Circulation Desk.

Bookdrops are located outside the front door of the Library or near the northeast corner of the Learning Resource Center (Library) building.

Overdue Penalties

There are no overdue or late fees.

However, borrowers will be billed for replacement cost of any item that is one month overdue.

Delinquent borrowers will not be able to check out additional items in the library and will not be able to register for classes until the overdue item is returned or the bill is paid.




Library Card

The Valencia Campus student ID card or the UNM Lobo ID card functions as your library card.

Students must register to use the Library by bringing their student ID to the Library, filling out a registration card, and having a barcode attached to their ID.

Students **must** present the ID card to check out

STUDENT ID

 UNM VALENCIA

PLEASE PRINT
NAME: _____
UNM-ID# 1 0 _____

The University of New Mexico Valencia Campus
780 La Hara Drive • Las Lunas, NM 87031 • www.unm.edu

materials.

Interlibrary loan

Materials not owned by the Library can be borrowed from other libraries for students through interlibrary loan.

1. Complete request interlibrary loan form at Circulation Desk.
2. Library staff will request the title from another library. Titles requested through ILL can take up to **14** days to arrive.
3. Library staff will notify student that requested title has arrived. **The due date is set by lending library.**
4. Any renewal must be requested at least **5 days before** the due date.

Calculators

The Library has 4 TI-82 Calculators available in the Reserve collection.

Photocopy machines

Two photocopy machines are available. Copies are 10 cents per page (double sided copies are 20 cents)

The machines copy in black and white and will reduce, enlarge, and do 2 sided copying.

Microform reader/printers

Two microfiche/microfilm reader printers are available.

Printing

The Library provides 2 stand alone computer workstations with black and white laser jet printers attached.

There is no charge for printing. Printing can only be done at the designated work stations, so print jobs need to be saved to e-mail or portable media such as jump drives.

A color laser jet printer is available in the Business/Technology Open Lab.

Scanner

The Library provides 1 computer with a scanner attached.

Material scanned must be saved to either the student folder or other portable media for printing.

A scanner is also available in the Business/Technology Open Lab

Computers

The Library provides computer workstations with internet access, Office 2007, GoogleEarth, and some tutoring software such as CourseCompass and Allwrite. If the computers are all being used, preference will be given to students doing classroom related work. See the Computer Use Statement for further information.

Laptop computers

The Library has 3 laptop computers available for checkout and use in the Library (2 Dell PCs and 1 Mac). The campus wireless network provides internet access. All laptop users must have read and agreed to the Laptop Responsibility Statement before they may check out the machines.

Internet Access

The Library provides unfiltered access to the Internet. The campus has wireless access available. Contact CSS for additional information.

DVD/VHS Cassette Players

The Library has 2 VHS and 1 DVD players for viewing media. Headphones must be checked out from the circulation desk.

Lost and Found

The Library has a lost and found for materials left or turned in by others.

Library Of Congress Classification System

A GENERAL WORKS

- AE Encyclopedias
- AY Almanacs

B PHILOSOPHY. PSYCHOLOGY. RELIGION

- B-BD Philosophy
- BF Psychology
- BL-BX Religion

C AUXILIARY SCIENCES OF HISTORY

- CB History of Civilization
- CC Archaeology

D HISTORY: GENERAL AND OLD WORLD

- D World History
- DA-DR European History
- DS Asia

E-F HISTORY: AMERICA

- E 51-99 Native Americans
- E 151- United States History
- F 790-805 New Mexico

G GEOGRAPHY. ANTHROPOLOGY. RECREATION

- G-GB Geography
- GE Environmental Sciences
- GF Human Ecology
- GN Anthropology
- GV Recreation & Leisure

H SOCIAL SCIENCES

- HB-HD Economics
- HF Business administration, accounting, advertising & marketing
- HM-HS Sociology
- HQ Marriage Family Women
- HV Social Pathology, Social & Public Welfare, & Criminology

J POLITICAL SCIENCE

K LAW

- KF United States Law
- KFN New Mexico Law

L EDUCATION

M MUSIC

N FINE ARTS

P LANGUAGE AND LITERATURE

- PR English Literature
- PS American Literature

Q SCIENCE

R MEDICINE

S AGRICULTURE

T TECHNOLOGY

U MILITARY SCIENCE

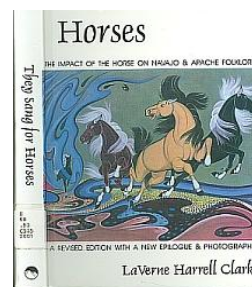
V NAVAL SCIENCE

Z BIBLIOGRAPHY (All subjects). LIBRARY SCIENCE

Finding Materials Owned by the Library

The Library uses the Library of Congress (LC) Classification System to organize the books by subject area as indicated on the chart on the right. You can browse the shelves to see the books the Library owns. The labels on the outside of the books in the library are “**call numbers**.” Each book has its own unique call number that identifies where it belongs on the library shelves. The call number for “They Sang for Horses” is found below:

E
99
N3
C535
2001



If you do not know the LC subject area, or if you are looking for a particular book, you can use the Library’s online catalog **LIBROS** to find the call number you need.



A link to LIBROS is available in the **Quick Search box** on the home page and on the **Finding Books** page.

LIBROS can be searched by

Author
Title
Keyword
Subject Heading



Your search results can be limited by

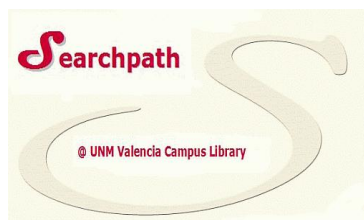
Date
Material type
Location

LIBROS also includes information about materials owned by other academic libraries in New Mexico.

LIBROS does not include information about articles.

Finding Information on a Topic

Research Process		Suggested Library Resources	
1.	Choose your topic.	<ul style="list-style-type: none"> Look at Searchpath Module 1 Starting Smart (http://www.unm.edu/~unmvclib/searchpath/mod1/index.html) to determine the kind of information you will need. For possible topics look at <ul style="list-style-type: none"> Issues & Controversies @ Facts.com (http://www.2facts.com/formslogin.asp?db=ICOF) or Points of View Reference Center (http://search.ebscohost.com/login.aspx?authtype=ip.uid&profile=pov) Use the Concept Map tool (http://www.nwmissouri.edu/library/courses/research/conceptMap.html) to develop ideas about your topic. Look at Searchpath Module 2 Choosing a Topic (http://www.unm.edu/~unmvclib/searchpath/mod2/index.html) for more information. 	
2.	Create a search strategy	<ul style="list-style-type: none"> Use Boolean logic (and, or, not) and truncation (*). Use advanced search features See Searching Tips (http://www.unm.edu/~unmvclib/searchingtips.html) for addition information. Use the Search Generator (http://www.nwmissouri.edu/library/pr/idm/search%20generator/libraryaid.swf) to create a search statement. 	
3.	Search for information	 For Articles	 For Books
		<ul style="list-style-type: none"> Choose a database from one of the following pages: <ul style="list-style-type: none"> Finding Articles All Databases Databases by subject Databases available Off Campus See Searchpath Module 4 Finding Articles (http://www.unm.edu/~unmvclib/searchpath/mod4/index.html) for more information. 	<ul style="list-style-type: none"> Use LIBROS. See Searchpath Module 3 Using LIBROS (http://www.unm.edu/~unmvclib/searchpath/mod3/index.html) for more information.
4.	Evaluate	<ul style="list-style-type: none"> Does the information you found meet the needs of your assignment? Does the information you found meet a satisfactory level of quality for these criteria? <ul style="list-style-type: none"> Accuracy (Is the information correct?) Authority (Who provided the information and is that person credible?) Objectivity (Is this opinion and does it show bias?) Currency (When was the information produced?) Content (What is its purpose?) See Evaluating Webpages (http://www.unm.edu/~unmvclib/evaluatingwebpages.html) for more details. 	
5.	Use the information	<ul style="list-style-type: none"> Write the paper or compose the speech. Cite your sources using the format required by your instructor. For additional help, see the Citing Sources (http://www.unm.edu/~unmvclib/citing.html) 	



Searchpath is a self-paced online tutorial designed to help you identify the information you need, find it, and use it appropriately. It has 6 modules on topics such as using LIBROS, finding articles, and searching the web.

Valencia Campus Library Computer Use Policies

All users of library computers are responsible for knowledge of and adherence to the following guidelines and policies:



1. These computers are provided to assist persons taking classes at UNM—Valencia Campus with their homework, class projects, and research assignments.
2. Use of the computers for recreational web browsing and other non-research functions is permitted by students and others when the machines are not busy. However, **CLASS ASSIGNMENTS COME FIRST!** You may be asked to vacate your terminal if it is needed for research.
3. The computers may not be used for any commercial purpose.
4. The user may not adjust, reconfigure, or alter the hardware properties in any way nor may you load software or non-UNM approved instant messaging or e-mail products onto the computer.
5. The user may not view or print any material that is sexually explicit or otherwise offensive except as part of a UNM—Valencia research project.
6. The user may not engage in any form of illegal software copying or other copyright infringement.
7. The user should print only what is absolutely necessary and **may not print additional copies of anything.** Please use the photocopy machine for copies.
8. **Children 14 and under may not use the computers at all unless they are currently enrolled in a community education computer class AND their teacher or parent is present with them at the computer.**
9. **Food and drink is not allowed near the computer workstations.**



UNM-Valencia Campus Library Laptop Responsibility Statement

I, agree to pay any costs for repair of damages incurred or replacement due to loss or theft of the laptop while it is in my possession. I agree to return this equipment in the same condition it was checked out.

I understand I may use the laptop **ONLY** in the Library, and I will not to leave the laptop unattended at any time. I understand I am responsible for returning the laptop undamaged, including battery packs and cables. I will not consume food or drink while using the laptop. I agree not to add, alter, delete or copy software loaded on the laptop. The software shall not be used for illegal purposes. No additional software is to be loaded on the laptop.

I am responsible for returning the UNM Valencia Campus Library's laptop computer at the time it is due, or at 15 minutes before closing. If I do not return the computer at this time I understand I will be billed for the **FULL** replacement cost of the laptop computer. In case of a fire alarm that requires you to leave the Library please take the laptop with you and return it to the Library once you are permitted back into the building.