



UALR Ottenheimer Library

FIRST FLOOR

REFERENCE SERVICES

Voice/TDD: 569-8806

Librarians are available at the Reference Services Desk to help library users locate information and provide individual research assistance. Reference materials such as encyclopedias, indexes, atlases, dictionaries, directories, bibliographies, and electronic resources are located in this collection.

CIRCULATION/RESERVE

Telephone: 569-3123

Students, faculty, and staff check out books using their UALR Campus ID Card. Visitors to UALR may inquire about borrowing privileges. Ask here about obtaining an ARKLink card. Circulation staff helps locate missing materials and provides photocopier and directional assistance.

The Baum Reserve Reading Room houses materials placed on reserve by professors for their classes. Most reserve materials circulate for two hours within the Reading Room. The UALR Campus ID Card is required to circulate these items.

COMPUTERS

There are computers available on the first floor with Internet access. Most of the computers are for UALR students/faculty/staff with 6 computers available for public use. A computer lab that is operated by Computing Services is also located on the first floor. Word processing and special software programs may be used here. This lab is restricted to UALR students only. Operating hours differ slightly from the library hours.

INTERLIBRARY LOAN (Room 106A)

Telephone: 569-8812

Interlibrary borrowing (ILL) is a service provided to current UALR students, faculty and staff. This office will request research materials from other libraries if the UALR Library does not currently own them. Please access ILLiad (online ILL form) through the library homepage (<http://library.ualr.edu/departments/ill/>). Materials may be picked up at the Circulation Desk.

NEW BOOKS

A display of new books is available for browsing and immediate circulation. A suggestion box is also available if you would like to submit material requests for the library.

GOVERNMENT DOCUMENTS

Telephone: 569-8444

Publications of the U.S. government, State of Arkansas, and the European Communities are located on the first and fifth floors. Many of these materials may be checked out. Ask a Reference Librarian for assistance.

SECOND FLOOR

ARCHIVES/SPECIAL COLLECTIONS **Telephone: 569-8820**

Manuscripts, materials on Arkansas, UALR historical records, and other materials are housed in the Archives and Special Collections.

OFFICE OF LIBRARY DEAN **Telephone: 569-8803**

Reserve a study carrel, seek student employment, or provide library-related suggestions and/or comments in the Administrative Offices.

THIRD FLOOR

JOURNALS and MAGAZINES

Current issues and older bound volumes of journals and magazines are arranged on the shelves alphabetically by title. The online catalog lists journals, magazines, and newspapers that are available in the Library. Please request assistance from one of the reference librarians to research this collection.

FOURTH and FIFTH FLOORS

CIRCULATING BOOKS

Books that may be checked out are located on the fourth and fifth floors. The books are arranged on the shelves by Library of Congress call number. Please ask for assistance at the reference desk in locating books.

FIFTH FLOOR

MULTIMEDIA INFORMATION TECHNOLOGY **Telephone: 569-3264**

Microforms, microfiche, microfilm, music collections, videotapes, and books on tape are located here. Copying and listening equipment is available. Assisted technology equipment is available for use by request. Multimedia equipment, multimedia duplication, and teleconferencing are scheduled through this department.

Helpful Hints

➤ **LIBRARY ID NUMBER**

The 14-digit library number is required to renew books and to use our online databases from off-campus. The 14-digit card number is on the back of your UALR campus card or it is accessible from your UALR BOSS account. Select *personal information*, then *UALR library card ID number*.

➤ **RESTROOMS**

Restrooms are available on the 1st, 3rd, 4th and 5th Floors.

➤ **COMPUTERS**

Always remember to log out of any computer that you may use. To log out, press Ctrl/Alt/Delete.

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