

AU

ATLANTIS

UNIVERSITY

LIBRARY LEARNING RESOURCE CENTER



**User's Handbook
&
Policy Manual**

LIBRARY LEARNING RESOURCE CENTER

Atlantis University

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Miami, Florida 33132

T 305 377 8817
F 305 377 9557

www.atlantisuniversity.org

ACCESS Statement

Faculty, staff, students and graduates are the primary clientele of the Resource Center. Use of materials by those other than the primary clientele may be granted from time to time and is limited to in-house use. Guests are requested to show Photo ID or Driver's License to the Librarian, or Director of Student Services if using the campus Library Learning Resource Center.

The Resource Center primarily provides for computer-assisted research and as such access points are dispersed throughout the campus classrooms. In addition to the Databases, word processing, spreadsheets and other business applications are available. Computer usage is on a first come, first served basis for the Resource Center's primary clientele and will not be preempted. Please plan accordingly. Non-primary clientele computer usage may be curtailed at the discretion of the librarian, student services director or any other university staff.

RESOURCE CENTER RULES

Please refrain from Eating & Drinking in the Resource Center. (Smoking in a public building in the State of Florida is illegal.)

Please refrain from marking, underlining, highlighting, folding down pages, paper clipping pages, and otherwise defacing Resource Center materials.

Please maintain a professional business demeanor and decorum at all times, while you are in the Resource Center.

Please set cellular telephones and beepers or pagers to silent while you are in the Resource Center.

Please be courteous to other Resource Center users, and keep voices and other distracting noises (such as audio on the computers) to a minimum.

There is NO RUNNING in the Resource Center.

LIBRARY LEARNING RESOURCE CENTER

THE COLLECTIONS

The Resource Center collections provide access to databases, books, periodicals, newspapers, audiovisual materials, CD-ROM's, DVDs, and VHS materials. Learning Resource Center materials are shelved by subject grouping. The Learning Resource Center's on-line databases can be accessed through the direct Library link within the online classroom platform. The collections are developed cooperatively through the collaboration and input of the library staff, faculty, deans and campus leadership. High priority is placed upon purchase of student and faculty requests.

CIRCULATION

The circulation periods for specific library materials are as follows:

Books	14 days
CDs , DVDs, Discs, & VHS	3 days
Instructors Materials	14 days
Reserve materials circulate (or do not) as specified by the instructor placing the reserve.	
Serials (magazines, newspapers, & journals)	7 days

RETURNING ITEMS TO THE RESOURCE CENTER

When returning Resource Center materials, it is very important to return them either to the Director of Student Services or to the librarian rather than returning them to the shelf. If an item that is checked out is returned by a patron to the shelf, instead of returning it to the Director of Student Services or the Librarian the item will continue to show "checked out" to that patron, and the patron will receive overdue notices. It is the patron's responsibility to properly return the Learning Resource Center materials, so that they can be properly checked-in.

OVERDUE MATERIALS

Please carefully note the due date on all borrowed materials.
Replacement charges are automatically posted to student financial accounts.

Partial refunds of replacement charges, once they have been posted to your account, will only be made for 7 days after the replacement charge has been posted, regardless of whether the materials are returned to the Resource Center.

When returning materials, always give them to the Director of Student Services or the and do not place them back on the shelves yourself. If you place them back on the shelves, they will not be properly

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checked in, your returned item will not be removed from your name and you may be charged for an item that you have returned. To avoid being charged, you must follow the proper return procedure.

LOST OR DAMAGED MATERIALS

Patrons who lose and/or fail to renew or return Resource Center materials will receive up to four (4) notices:

1st notice: 1 - 14 days past the due date - Notification via email that materials checked out are past due, with instructions to return the item(s) or to contact the Resource Center within 7days.

2nd notice: 15 - 21 days past the due date - Notification via e-mail that the item(s) will be charged to the patron's account on day 22 along with instructions to return the item(s) or to contact the Resource Center immediately.

3rd notice: 22 - 28 days past the due date - Notification via e-mail that the patron's account has been charged for overdue Resource Center materials and notification that refunds will only be made for the next 7 days if the items are returned.

4th notice: 29 or more days past the due date - Notification via e-mail that the patron is no longer eligible for a refund of overdue Resource Center material charges because the Resource Center has issued a replacement order for the materials.

Charges for items not returned, as described above, will be based upon replacement value, plus a processing cost of \$5.00 per item.

Special exceptions to the overdue materials policy and charges will be made upon proof of: hospitalization, jury or other court duties, family emergencies, and at the Executive Director's discretion; however, un-deliverable e-mails and externships are not considered as eligible reasons for special exceptions.

Material requests: Material requests may be made by completing the form below (or the online form) and submitting it to the librarian or student services officer.



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NEW ITEM
REQUEST FORM

Date of Request _____

Name of person making request _____

Please provide your phone number or email address, if you desire notification of requested material's arrival:

Please provide us with the class or coursework to which your request relates:

Please make either a Subject or a Title Request in the appropriate areas below:

Subject Materials Request: _____

What subject or topic are you requesting?

Title Request: _____

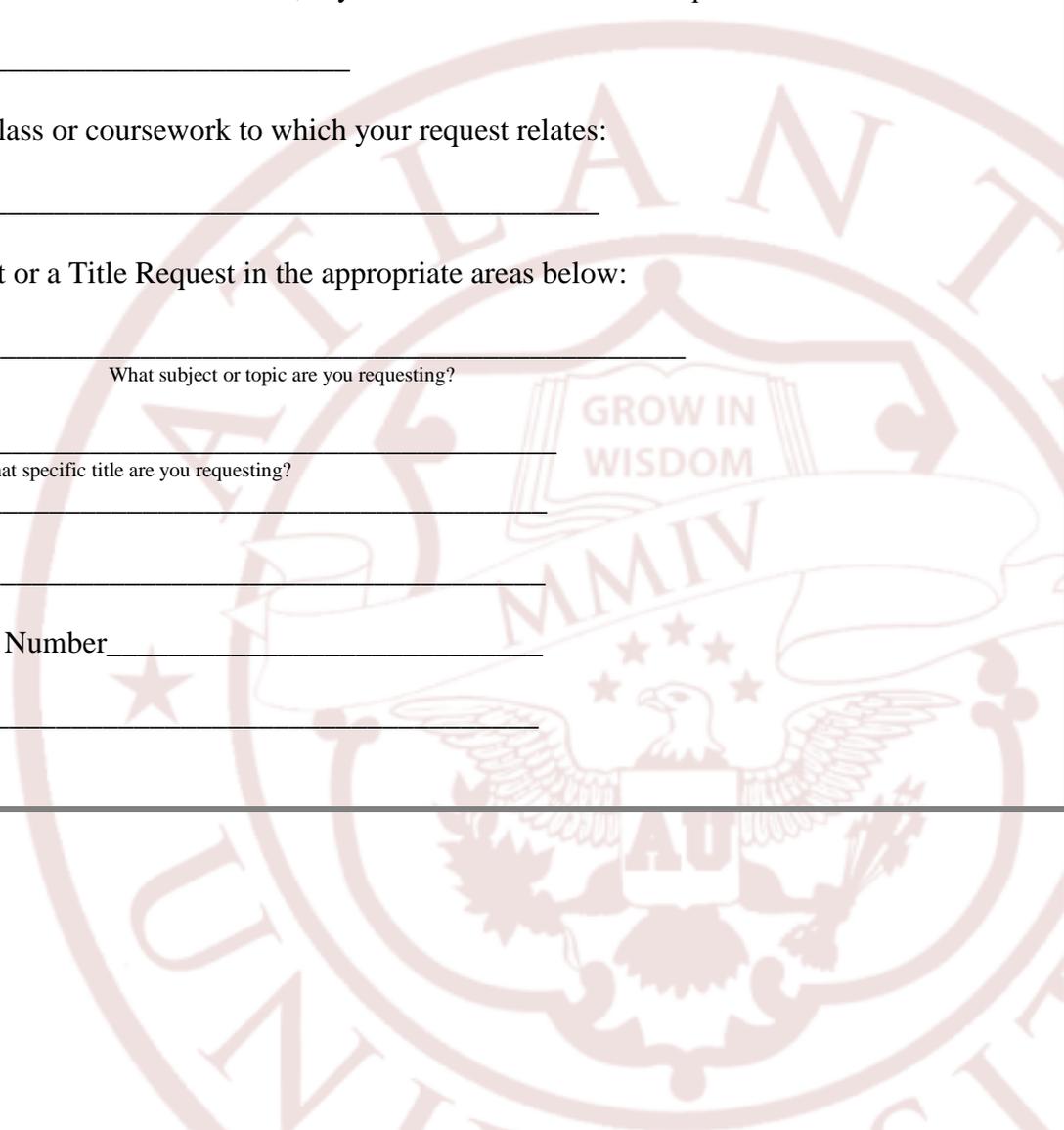
What specific title are you requesting?

Author _____

Publisher _____

ISSN/ISBN/SuDOC Number _____

Price _____



LIBRARY LEARNING RESOURCE CENTER

Library Resources are developed according to:

1. The needs of the curriculum
2. Faculty or student requests
3. Library staff recommendations
4. The goals of the institution

All Library material purchase requests must be approved by the Executive Director of the University.

PHOTOCOPIES

Photocopy service is available in the university lobby. Please comply with Federal Copyright Laws when making photocopies.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States code) governs the making of photocopies or other reproduction of copyright material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of "fair use" that use may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copyright order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Computer usage:

Computer usage is on a first come, first served basis unless reserved by an instructor in advance.

Access to the Online Resource Center Resources

Students, Faculty, and Staff have access to wonderful online resources through the campus based library learning resource center as well as through the online databases available through the link within the online course. These resources consist license-protected databases, that are accessible through our Library Portal in the classroom site. Their purpose is to enhance access to academic sources needed for research for papers, projects, presentations, and other course-related pursuits. On-campus students, faculty, and staff may see the Director of Student Services or the Librarian for more information. The Library Link may also be available on other pages, once the student is logged in as an online student.

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LIBRARY LEARNING RESOURCE CENTER DATABASE RESOURCE LIST

EBSCOhost Databases

Fuente Academica (Spanish)
(See also the Informe database under LIRN Core Collection below)

LIRN Core Collection

- ★ Academic OneFile
- ★ Agriculture Collection
- ★ Business & Company Resource Center
- ★ Business Economics and Theory Collection
- ★ Business Index ASAP
- ★ Communications and Mass Media Collection
- ★ Computer Database
- ★ Criminal Justice Collection
- ★ Culinary Arts Collection
- ★ Custom Newspapers
- ★ Environmental Studies and Policy Collection
- ★ Expanded Academic ASAP
- ★ Fine Arts and Music Collection
- ★ Gardening, Landscape and Horticulture Collection
- ★ General Business File ASAP
- ★ General OneFile
- ★ Health & Wellness Resource Center
- ★ Health Reference Center Academic
- ★ Home Improvement Collection
- ★ ¡INFORME!
- ★ LegalTrac

- ★ Literature Resource Center
- ★ Newsletters ASAP
- ★ Nursing and Allied Health Collection
- ★ Opposing Viewpoints Resource Center with Critical Thinking
- ★ Popular Magazines
- ★ Psychology Collection
- ★ Student Resources in Context
- ★ Virtual Reference Library
- ★ Psychology Journals
- ★ eLibrary
- ★ Books in Print
- ★ Books in Print for Patrons
- ★ Resources for College Libraries (RCLweb)

LIRN Business Collection

- ★ ABI/INFORM Complete
- ★ ABI/INFORM Global
- ★ ABI/INFORM Trade & Industry
- ★ ABI/INFORM Dateline
- ★ ProQuest Research Library