

Everything you need to know about

Libraries



1. Is there a library for undergraduates?

For undergraduates, many campus libraries offer study space and computer labs, as well as course reserves and other library resources. See the information below about subject areas. For many students, a good choice is College Library, which is specifically for undergraduates. Librarians there can help you get started on research papers and speeches and show you how to find books, journal articles, and information in print and online. In addition to its book and journal and reserve collections, College Library has:

- a Computer & Media Center that includes a variety of high-end computer applications, software training videos and CD-ROMs, digital video editing, and a popular music CD collection;
- 24-hour service Sunday-Thursday nights during the regular semester; open until 11:45 pm Friday-Saturday;
- the Open Book Café, featuring specialty drinks, snacks and pastries;
- a recreational collection of popular books and videos;
- an ethnic studies collection;
- the Gaus poetry collection;
- a women's studies collection;
- a collection of books on selecting a career and getting a job;
- digital video cameras, laptops, projectors and more that you can check out;

Check out the College Library's Web page at:
<http://college.library.wisc.edu/>

2. Which library covers my subject area?

We have lots of libraries on campus. College Library collects basic undergraduate materials in a broad range of subjects. Most of the other libraries have a specific subject focus. Memorial Library (social sciences and the humanities) is the largest library. Some of the specialized campus libraries are: Steenbock (agriculture and life sciences), Wendt (engineering, meteorology, computer science, and statistics), Ebling (health sciences), Business, Law, the Center for Instructional Materials and Computing (education), and the Historical Society (North American history, and U.S. and Canadian government publications). You may use any campus library but will need a photo ID or paid fee card to enter Memorial Library. Pick up a list of campus libraries at any library. The staff there can help you select the best one for your needs. Or you can find out about these libraries by going to our libraries' Web page (<http://www.library.wisc.edu>).

edu) and clicking on "Campus Libraries." Most libraries have their own Web pages that will provide you with lots more information about them!

3. Where do I find items that professors have put on reserve?

Links to library reserves and other course-related library resources are available via the MyUW portal. Here you'll find online reserve readings and library locations for books on reserve, and sometimes, depending on the course, links to library research tools and customized research tips and techniques. **To find course reserves:**

Login to MyUW portal: <http://my.wisc.edu/>
Click on your **Academics** tab

Note that in your list of current courses, those with library reserves available contain a link for "**library/reserve**"

Click on that link to go to your reserves

For more information about course reserves, go to: <http://www.library.wisc.edu/reserves/>

4. How do I find library materials to write a paper or to give a speech?

First of all, don't panic if you haven't done library research before. You're not expected to know your way around without some assistance from the library staff. Go to any library's reference or information desk for help in getting started. The librarian will show you how to find information on your topic in books, magazines, databases, and other library sources, and, if necessary, will refer you to other appropriate libraries. For more ways to get help on your research, go to:

<http://www.library.wisc.edu/libraries/reference/>

We can also help you create a formatted bibliography for your paper, using a software program called RefWorks provided by UW Libraries. For more information, go to:
<http://www.library.wisc.edu/instruction/refworks/>


5. How do I learn to use a library?

Many libraries offer tours at the beginning of each semester. Throughout the year a number of them also offer workshops on how to use their resources. Watch for fliers announcing tours and workshops or look for the schedule on the UW-Madison Library & Information Literacy Instruction Program's Web site (<http://www.library.wisc.edu/instruction/calendar.htm>). Library staff also can give you information about these workshops.

6. How do I find out which library owns a book?

The best way to find the books you need is to use MadCat, the library catalog, that is part of the UW–Madison Libraries' Web site. You can use MadCat to find books by author, title, subject headings, and keyword. MadCat's "My MadCat Account" lets you check for information regarding items checked out to you, renewing materials, pending and/or available requests, and any fines/fees owed. Several libraries offer workshops on how to use MadCat. You also can learn more about using MadCat by using its online help screens or by asking library staff for help.

7. How do I find a magazine or journal article on a specific topic?

To identify articles written about your topic, you will need to use the journal, magazine, and newspaper databases that are available from the UW–Madison Libraries' E-Resource Gateway via the library Web site (<http://www.library.wisc.edu>). Ask a librarian to help you or use E-Resource Gateway's Subject tab to select appropriate databases. Many of the journals containing the articles you find will be available through the campus libraries, either in print or electronic format. A service called **Find It**  provides links from a citation in a database to the full text of that article, if available, and to other helpful resources and services such as an automatic search of *MadCat*, a Library Express form for interlibrary loan or delivery of item or a link to "ask a librarian" that will help you get additional help from a librarian.

8. Do libraries have anything besides books and magazines?

All libraries have information in other formats such as microforms, computer discs, slides, kits, maps, DVDs, and audio and video cassettes. If you have difficulty finding these materials in *MadCat*, the library catalog, be sure to ask library staff for help.

9. How do I check out materials from the libraries?

Students need a valid photo ID or paid fee card to check out materials from most libraries. In most campus libraries, the loan period (how long you may keep an item) for undergraduates is 28 days. But, since circulation policies may vary from library to library, it's a good idea to check about the loan period at the circulation desk of each library or go to <http://www.library.wisc.edu/services/loanpriv.htm>.

10. Where can I go to study?

College Library has the most study space, but there are also study areas in other libraries. Please remember that talking, eating, and drinking are allowed in designated areas only. There also are other places to study on campus such as special study areas in many of the dormitories.

11. Where can I find copy machines in the libraries?

Copy machines are available in most campus libraries. Some copy machines accept coins but most require debitcards. Debitcards can be used in all campus libraries

for photocopying or laser printing. Many libraries have machines that make paper copies of microfilm and microfiche. Some libraries also have public scanners which can create electronic copies. Ask about debit cards at the library you are using.

12. Do the libraries have computers that I can use to do my email and type my papers?

Some computers in the library are intended to be used only by people doing research. Computers for doing email and word processing are available in a number of campus libraries, including College, Memorial, Ebling, Steenbock, and Wendt.

13. Can I bring my laptop to the library and connect it to the Internet?

Several campus libraries enable you to connect your laptop to the Internet using wired and wireless technologies. Some libraries provide ports, while others, like Memorial have "wireless" areas. Other libraries, including College, Wendt, and Steenbock, are fully wireless. For more information about wireless connections, see <http://www.doit.wisc.edu/network/wireless/>

14. Can I use the libraries' databases from my home/dorm room?

You can connect from your home or dorm room to the UW–Madison Libraries' Web site (<http://www.library.wisc.edu>) and to its many resources. Use full-text material available to you at no charge through the libraries' online subscriptions to more than 300 licensed journal databases. These provide access to nearly 30,000 electronic journals and e-books. Since many of these electronic resources are purchased by UW–Madison Libraries, they are licensed to only UW–Madison students and staff. If you are in campus buildings, including computer labs and residence halls, you are automatically connected to the campus network and, therefore, have access to most of these licensed library resources. If you use a commercial Internet provider or are off campus, you can access these licensed resources by logging into the MyUW portal or by using the campus libraries' proxy service. You will be asked to enter your 11 digit ID number (see <http://www.library.wisc.edu/help/remote/#useridinfo>) and last name in order to gain access to these licensed resources. For help with problems connecting to the libraries' Web site, such as software or hardware settings, call the Library Technology Group Help Desk at (608) 262-8880.

