BOOKSALE

The Library will hold a booksale, Tuesday, March 22, from 9 a.m. until 11 p.m., and on Wednesday, March 23 from 8 a.m. until 9 p.m. in the Library Atrium. Items offered for sale are gift books which are either duplicate titles or unsuitable for the collection. Prices generally will be 50 cents for paperbacks and $1.00 for hardbacks, with higher prices for some unusual items. Donations of books to increase the sale inventory are welcome. All proceeds will be used to buy materials for the library’s collections.

COUNSELORS

To supplement its August contribution, the Northeast Florida Mental Health Counselors Association presented the Library with an additional $450 on February 4, 1994. This donation will be used to defray the cost of journal subscriptions in mental health. The active interest which the Association takes in providing funds for materials is very much appreciated.

LUIS

The online catalog LUIS continues to evolve to meet the needs of the SUS community. Several new features have been added since the beginning of this year. The LUIS menu itself has been redesigned for easier use, including a directory of all electronic resources available through LUIS. PsychInfo, the electronic equivalent of Psychological Abstracts, is now accessible through the LUIS menu. In addition, the Florida Statutes have been mounted as a full-text database prototype; comments on its usefulness and suggestions for improvement are welcome. The long-awaited "hook to holdings" will be functional this semester. This feature will identify which journals are held by the library when you are searching a periodical index, such as General Academic Index. LUIS will be able to exploit the INTERNET more fully when the fiber optic backbone is installed in the Library.

WELCOME TO NEW STAFF

Several new faces have joined the Library staff. Library Technical Assistant Anita Pitkin replaced Connie Duncan in Technical Services. Two long­time Circulation USPS employees, Peggy Pruett and Sandra Nojiri-Howarth, left this past fall; in their places the Library hired Senior Library Technical Assistants Joan Foley and Sheril Chaffee.

DOCUMENT DELIVERY SERVICE

As announced in the October Books & Bytes, the Board of Regents has funded a demonstration project to provide full-text document delivery of journal articles. The vendors selected are CARL Uncover, Articlefirst from UMI, and OCLC’s Firstsearch. Contact the ILL section for more information.

This newsletter is published at least once each semester to inform UNF faculty and staff of library activities. Direct any questions, comments, and suggestions to Kathleen Cohen, Assistant Director of Libraries, 12/2011, x2553.
LIBRARY INSTRUCTION PROGRAMS
by Mary Davis and Sarah Philips

INTRODUCTION
The library instruction program provides students, faculty, and staff with multiple learning options to meet their library needs. The services range from general independent walking tours to specialized in-depth training in classrooms or the computer labs. Faculty members may schedule library instruction for an entire class or individuals may make an appointment for one-on-one instruction. Of course, individual instruction on any library resource is available at the Reference desk. To inquire about the program or to schedule a session, call Mary Davis, Library Instruction Coordinator, at x2616.

OPEN TOURS
Open or general tours, offered throughout the semester, are often attended by patrons seeking to develop basic library skills on their own, by students who could not attend a tour scheduled by an instructor, or by returning students who need to update their library skills. Open tours consist of an introduction to LUIS (Library User Information Service), a briefing on choosing reference and indexing tools, and an explanation of the layout of the Library and available services. The schedule for open or general tours is posted at the Reference Desk and in the Library foyer on the second floor.

SELF-GUIDED TOURS
Self-guided tours are designed to take the mystery out of the Library and its major collections without having to make an appointment or attend a scheduled tour. Tour booklets, available at the Reference Services Desk, include maps of the Library with an explanation of collections and services at each stop along the tour. Instructors of many lower division classes also require the self-guided tours, with the addition of questions on scantron forms, for their students. The answers are graded by Mary Davis and returned to the instructor.

LIBRARY LECTURES
Faculty may request that instruction sessions presented in the Library be tailored to the intended audience. Reference sources are chosen to be taught in-depth, handouts are distributed, and hands-on instruction in using print resources, LUIS, and databases on CD-ROM is offered to users. Discipline-specific library lectures may be combined with a general tour.

CLASSROOM INSTRUCTION
Faculty members may request an in-class lecture, an attractive option especially when large classes are involved. The lecture often includes a visual presentation or handouts concentrating on a specific subject or library resource. The instructor becomes more involved with this method of user instruction because he or she works closely with the librarian in planning the lecture and the types of library assignments the students are required to complete. Upper level classes are the primary users of this service.

COMPUTER LAB INSTRUCTION
The Library offers LUIS training in the Computing Services Center’s IBM Lab, which houses twenty-five terminals. Faculty members are encouraged to take advantage of these sessions which allow students to have hands-on training in using the LUIS system. Students feel more comfortable and learn more in this type of setting as opposed to crowding around a few terminals in a group in the Library. Faculty must request a session in the IBM Lab at the beginning of each semester and at least one week ahead of the desired date and time.

NEW FACULTY INSTRUCTION
To make new members of the faculty feel comfortable with the Library and its services, new faculty library orientation is scheduled at the beginning of each semester. However, faculty members may also make an appointment for individual instruction at any time.

WORKSHOPS
Workshops designed to familiarize users with specific types of materials, such as electronic resources, are offered at various times. For example, CD-ROM products in specific disciplines (such as business) have been presented to interested faculty members of academic departments. The Reference Department will be happy to develop a workshop upon request.

LIBRARY GUIDES
The Reference Department produces a variety of guides and bibliographies which library users may pick up at the Reference Services Desk. Many of the guides are available electronically through UNF’s Gopher service, accessed through the LUIS menu.
HOW TO CONNECT TO LUIS FROM YOUR OFFICE WORKSTATION

Remember that LUIS is not only the online catalog for the UNF Library, but also your connection to many other information sources, including the catalogs of the other SUS libraries, the 28 Florida community college libraries, and academic libraries from Massachusetts to New Zealand. LUIS serves as a gateway to periodical indexes and abstracts in many different disciplines, and can be a communication network between your office and various Public Service Departments in the Library. To take advantage of the resources available to you without even leaving your office, follow these instructions for your office workstation.

From OfficeVision or UNF1VM command line:
  Type and <enter>: luis

From UNIX or a workstation on the campus network:
  Type and <enter>: tn3270 nermvs.nerdc.ufl.edu

From the "UNF SYSTEM AVAILABLE" prompt:
  Type and <enter>: nerluis

Read screens carefully.
If you connect to the NERDC screen, type and <enter>: luis
When you connect to the LUIS remote menu, select the UNF menu.
Your library card number determines eligibility for use of proprietary databases.
To exit, select 30 on the main menu; or, press <Clear>, type and <enter>: logoff

Through modem dial-up to FIRN:
  Visit the Library and pick up a copy of our "Remote Access Guide: Reaching LUIS in the Jacksonville Dialing Area," or telephone the Library’s Reference Department (x2616) and we will send you a copy by campus mail or e-mail. Instructions are also on the UNF Gopher.

LIBHELP: THE LIBRARY REQUEST SYSTEM

The Library request system provides forms to initiate various requests of the library, including:
  Ask a question.
  Suggest/request that a BOOK be added to the Library’s collection.
  Place a hold on a book.
  Request a book or photocopy through interlibrary loan.

The requests are sent to the library via electronic mail.

From OfficeVision or UNF1VM, type and <enter>: libhelp
  You will be asked to complete a profile which is appended to each request. The profile is entered only once and stored.

From the LUIS menu: select the Library Request System.
  You will be asked to complete a profile which is appended to each request. Unlike the UNF1VM version, the profile must be entered each time you connect to the Library Request System.

Read the screens carefully!
"WHO YA GONNA CALL?"

To place items on Reserve (Julia Behler) x2615
To get a library card for faculty, adjuncts, staff (Circulation desk) x2615
To inquire about overdues, fines, etc. (Circulation desk) x2615
To inquire about Interlibrary Loans (Circulation) x2615
To request new journal titles (Vicki Stanton) x2550
To request new book titles (Sheila Mangum) x2550
To arrange for a library tour (Mary Davis) x2616
To request reference assistance (Reference desk) x2616

You can communicate with the Reference Department through OV/VM (user address is LIBHELP). A reference librarian will get back to you as soon as possible with an answer, either through OV/VM or by telephone.

Printed guides to the Library and its services are available in the Reference Department. You can access the online catalog, LUIS, not only in the Library but also from your office or remote (off-campus) locations. Pick up LUIS use instructions and sign-on information in the Reference Department.

---

**LIBRARY HOURS**

**REGULAR HOURS WHEN CLASSES ARE IN SESSION**

<table>
<thead>
<tr>
<th></th>
<th>LIBRARY HOURS</th>
<th>REFERENCE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY - THURSDAY</td>
<td>8 A.M. - 11 P.M.</td>
<td>9 A.M. - 9 P.M.</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>8 A.M. - 6 P.M.</td>
<td>9 A.M. - 5 P.M.</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>10 A.M. - 6 P.M.</td>
<td>10 A.M. - 6 P.M.</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>1 P.M. - 11 P.M.</td>
<td>1 P.M. - 9 P.M.</td>
</tr>
</tbody>
</table>

**EXTENDED HOURS FOR FINAL EXAMS:**
MONDAY, APRIL 25 - WEDNESDAY, MAY 4

<table>
<thead>
<tr>
<th></th>
<th>LIBRARY HOURS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY - THURSDAY</td>
<td>8 A.M. - 12 Mid.</td>
<td>FRIDAY</td>
<td>8 A.M. - 6 P.M.</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>10 A.M. - 10 P.M.</td>
<td>SUNDAY</td>
<td>1 P.M. - 12 Mid.</td>
</tr>
</tbody>
</table>

**TERM BREAK: FRIDAY, MAY 6 - MONDAY, MAY 9**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY - FRIDAY</td>
<td>8 A.M. - 5 P.M.</td>
<td>SATURDAY - SUNDAY</td>
</tr>
</tbody>
</table>

**CLOSED FOR HOLIDAYS:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNDAY, APRIL 3</td>
<td>Easter Sunday</td>
<td>MONDAY, MAY 30</td>
</tr>
</tbody>
</table>