



LIBRARIES



Library Services for Graduate Students

Access Services

Circulation

Any Loyola-owned book may be checked out for three months, with unlimited renewals. You may have as many as 500 books checked out at any time.

Holds and Recalls

Books already in circulation but due back shortly can be held for you upon their return. Faculty, staff, and students may request that a circulated book be recalled after the first two weeks of the initial loan period.

Interlibrary/Intercampus Loans

If books and articles you need are located at another campus location, your home library will retrieve and hold the item for you at your request. Books and articles not owned by Loyola Libraries may be ordered and tracked online through our **ILLiad** interlibrary loan service.

Reciprocal Borrowing

Loyola University Chicago students may borrow books directly at the University of Illinois Chicago (UIC) and The Hebrew Theological Institute. Students may also request any materials from the Center for Research Libraries (<http://www.crl.edu>) using Interlibrary Loan.

For more information, please contact the Circulation Desk at Cudahy (8-2632) or Lewis Library (5-6625).

Reference and Liaison Services

A librarian assigned to each academic department works to develop appropriate reference and liaison services to meet the needs of our students and faculty. You may contact the librarian for your department about the collection, to make a book or materials recommendations, for assistance with a specific research question, or for information about any library service. Librarians can answer quick questions by phone and email or schedule an individual appointment.

For contact information, please refer to Web site at <http://libraries.luc.edu/services/reference.shtml>.

RefWorks

RefWorks is a citation management software program, paid for by the Loyola University Libraries. RefWorks collects, stores, and organizes citations from books, articles, Web sites and other sources. It automatically converts citations into properly formatted bibliographies. A multitude of citations styles are offered including MLA, APA and Chicago Style. Citations can be exported automatically from many Loyola databases.

In addition, you can search Pegasus, Loyola's online catalog, from within RefWorks. RefWorks also converts citations from other bibliographic management systems such as Endnote and Reference Manager. All Loyola undergraduate and graduate students, faculty and staff may set up their own personal accounts at <http://www.refworks.com>. Please access RefWorks from a campus computer to create your initial login.

RefWorks tutorials are held throughout the academic year at both Cudahy and Lewis Libraries.



More Library Services for Graduate Students

Information Commons

In **January 2008**, Loyola students, faculty and staff will have access to a state-of-the-art electronic research and computing commons.

- 700 seats (not counting classrooms) and 216 computer workstations
- Wireless access throughout with 50 circulating laptops
- 67,000 sq-ft facility including 6-8 classrooms and 35 group study & seminar rooms
- Connection to Cudahy with café with lake view
- Designated desks for Information and security desk (1st floor), Super Help (2nd floor), and computer assistance (3rd floor)
- Electronic library instruction classroom and group computing stations
- Center for Public Service
- Large, flexible meeting space and patio
- Writing Center satellite office

Support for Graduate Instructors

Instruction Classes

Librarians are available to teach library research skills to your students. A typical instruction class may include discussion about research strategies and hands-on practice, using Pegasus, the libraries' online catalog, searching periodical databases in the subject area, and evaluating and citing electronic information.

Library Assignments

Teaching graduate students who are considering creating a library assignment are encouraged to consult with a librarian. The librarian will provide assistance on appropriate reference materials, content, availability of resources and on assignment objectives. If you are interested in scheduling more of these services, please contact:

Cudahy Library: Jeannette Pierce, Head of Reference, 773-508-2637

Lewis Library: Rolando Recometa, Library Associate, 312-915-6621

Or see <http://libraries.luc.edu/cfpages/subjlist.cfm> for a list subject areas and bibliographers.

Library Hours

Cudahy Library (Lakeshore)	
Mon.-Thurs.	6:30 a.m. - 2:00 a.m.
Friday	6:30 a.m. - 9:00 p.m.
Saturday	8:00 a.m. - 9:00 p.m.
Sunday	8:00 a.m. - 2:00 a.m.
Lewis Library (Water Tower)	
Mon.-Thurs.	7:30 a.m. - 12:00 a.m.
Friday	7:30 a.m. - 9:00 p.m.
Saturday	9:00 a.m. - 9:00 p.m.
Sunday	12:00 p.m. - 12:00 a.m.

Course Reserves

Library owned books, audiovisual materials, personal books, exams, lecture notes, homework solutions, and photocopies of articles or chapters of books may be placed on reserve at the library or on electronic reserves. For more information on course reserves, contact:

Cudahy Library: Avril DeBat, Reserves Associate, 773-508-2633

Lewis Library: Patrick Mallory, Reserves Associate, 312-915-6453

About the LUC Libraries

The University Libraries system is comprised of five libraries, including the Cudahy Library on the Lake Shore Campus, the Lewis Library and the Law Library on the Water Tower Campus, the Health Sciences Library in Maywood, and the Rome Center Library in Italy. The collections include the University Archives & Special Collections and Federal and State Government Documents in the Cudahy Library, and the Women & Leadership Archives in Piper Hall. Together, the Libraries hold over 1.1 million volumes, subscribe to over 20,000 print and online journals,

Cudahy Library

Lake Shore Campus
6525 N. Sheridan Road
Chicago, IL 60626

Circulation: 773-508-2632

Reference: 773-508-2654

Lewis Library

Water Tower Campus
25 E. Pearson
Chicago, IL 60611

Circulation: 312-915-6622

Reference: 312-915-6631

Visit us online: <http://libraries.luc.edu/>