Services and Resources

http://www.davenport.edu/library

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Library Web Pages
For general information on the Davenport Library go to:
http://www.davenport.edu/library/library-information

To login to the Library electronic resources:

Students/Faculty/Staff/Alumni:
- Go to www.davenport.edu/library
- Click the login on the top right corner & log in with your Davenport username and password.

If you do not know your DU login or experience difficulty logging in, contact Student Support:
- On campus: x1200
- In Grand Rapids: 616-732-1200
- Toll free: 877-899-1499
- By e-mail: SSC@davenport.edu

Library Catalog
The Library's online catalog contains information on all the materials owned by all the Davenport Library:
- Citation info, including title and author
- Campuses owning the item and availability
- Collection where it is housed
- Call number to find the book/DVD/CD

For direct catalog access, visit:
http://ipac.davenport.edu

The catalog may be used to find many types of materials that the Library owns, including:

<table>
<thead>
<tr>
<th>Books</th>
<th>DVDs and Videos</th>
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<td>Sound Cassettes</td>
<td>Magazines &amp; Newspapers</td>
</tr>
<tr>
<td>CD-ROMs</td>
<td>Government documents</td>
</tr>
<tr>
<td>Special Collections</td>
<td>Web Resources/e-books</td>
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</tbody>
</table>

Catalog (continued)
On the Home tab/Welcome page, the dropdown menu in the search box allows you to select both keyword or browse indexes.
Browse – an alphabetical list by the initial word in the title, author last name, subject or series area.
Keyword – all of the words entered in the box will be in the records retrieved
On the Advanced search, under the Search tab, different keyword indexes can be linked in the search, such as a title and an author and limits can be added (by location, collection, etc.).

Requesting from another campus
If the item you want is not located at the Library nearest you, click on the “Request” button by the title in the “Search Results” list.

Login by entering your borrower barcode or your student ID number, choose the Davenport campus Library where you wish to pick-up the item. A request will be sent to the Davenport Library owning the item and the item will be mailed to the Library you have chosen as your pickup point. When your item has arrived at the pickup point, you will be notified.

If you do not attend a Davenport campus, you can make special arrangements to have the materials delivered directly to you. To do this, select “No Library” as the pickup location and indicate in the comments that you wish for the items to be mailed to you.

Your account
You may also view your account through the catalog. It includes items you have checked out or requested, library fines, or items behind held for you. You can renew items here.
Requesting from a non-DU library
If the Library Catalog does not have the item you are looking for, contact your local campus Library to request it on inter-library loan from another library outside of Davenport or fill in the form “Materials Request (ILL)” on our Web page.

Online Databases
The Library offers a comprehensive package of online news, information, citations and full text research resources to support Davenport’s curriculum. Students and staff get to the list of databases by clicking on “Databases” on the main library page. Because of our licenses, Alumni and Guests do not have access to the Library databases.

Magazine/Journal Lookup
See which magazines & journals DU owns by title or by subject (in paper or electronic format) by clicking on “List of e-Journals & e-Journals” at the top of the list of databases. The list has links directly to the database that has the journal.

Services
- Reference assistance is available on site as well as via phone, fax, e-mail, chat and text.
- Interlibrary loan from the other DU Libraries as well as from other academic and public libraries. (Please allow 7-10 business days for this service.)
- Individual & class instruction, in-seat or online.
- Course reserves.
- Study space is available in each Library. Some Libraries also have private study rooms available for small groups. Please consult with the individual Library about availability.
- Copy machines and printers are available in each Library for copying and printing library and research materials.
- Some campuses offer testing services. For more details or check the Testing page at www.davenport.edu/testing or ask your local Library staff member.

Policies
- Loan period is 2 weeks for most items.
- Renewals are allowed as long as the material is not being requested by another party.
- Two renewals are allowed for students and alumni, guests may renew once. Items may be renewed in person, by phone or through the online catalog.
- Circulation policies vary regarding videos and periodicals. Please check with the individual Library regarding checkout of these materials.
- There are no fines for overdue items, but you will be charged the cost of replacing the book plus a processing fee if you do not return the items very quickly.

APA Citation Help
To create a source list in APA format, use NoodleTools. Information about setting up a NoodleTools account can be found by clicking the "Info" button to the right of NoodleTools in the database list. To create a citation for one source, NoodleTools gives you NoodleTools Express on their web page (www.noodletools.com). This option does not save the citation once you go to another, as it does on your account. Ask if you need assistance!

Contacting DU Libraries

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<tr>
<th>Library</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Reference Services</td>
<td>800-632-9569</td>
<td><a href="mailto:library_ref@davenport.edu">library_ref@davenport.edu</a></td>
</tr>
<tr>
<td>Flint Library</td>
<td>810-396-3654</td>
<td><a href="mailto:fl_library@davenport.edu">fl_library@davenport.edu</a></td>
</tr>
<tr>
<td>GR- W.A. Lettinga Library</td>
<td>616-554-5612</td>
<td><a href="mailto:main_library@davenport.edu">main_library@davenport.edu</a></td>
</tr>
<tr>
<td>Holland Library</td>
<td>616-395-4670</td>
<td><a href="mailto:hl_library@davenport.edu">hl_library@davenport.edu</a></td>
</tr>
<tr>
<td>Kalamazoo Library</td>
<td>269-552-3334</td>
<td><a href="mailto:kz_library@davenport.edu">kz_library@davenport.edu</a></td>
</tr>
<tr>
<td>Lansing Library</td>
<td>517-367-8230</td>
<td><a href="mailto:ls_library@davenport.edu">ls_library@davenport.edu</a></td>
</tr>
<tr>
<td>Livonia Library</td>
<td>734-943-2830</td>
<td><a href="mailto:lv_library@davenport.edu">lv_library@davenport.edu</a></td>
</tr>
<tr>
<td>Midland Library</td>
<td>989-794-1925</td>
<td><a href="mailto:ml_library@davenport.edu">ml_library@davenport.edu</a></td>
</tr>
<tr>
<td>Saginaw Library</td>
<td>989-393-2622</td>
<td><a href="mailto:sg_library@davenport.edu">sg_library@davenport.edu</a></td>
</tr>
<tr>
<td>Warren Library</td>
<td>586-620-4049</td>
<td><a href="mailto:wa_library@davenport.edu">wa_library@davenport.edu</a></td>
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DU Library Hours
The Libraries are typically open throughout weekdays and evenings and a few offer some weekend hours. Contact the Library you plan to visit for their hours or check the hours on the Library web pages.