Grasselli Library and Breen Learning Center

Library Checklist

Reference

✓ Librarians who can help you with your research:
  ✓ In person – at the reference desk
  ✓ By phone – (216) 397-4234
  ✓ By IM – Put JCURefDesk in your AIM, MSN, or Yahoo buddy list to chat with a JCU librarian online.
  ✓ By appointment -- Schedule a personal consultation for help in using information resources effectively at http://lib.jcu.edu/appointment

✓ Chat Reference – A librarian is available online 24 hours a day, 7 days a week, to answer your reference questions at http://academic.KnowItNow.org

✓ Online Resources – Links to online indexes and databases, full-text articles, and quality resources on the free web are available from the library web page. Start your research by visiting library.jcu.edu.

✓ Browser Toolbar – Install the Grasselli Library browser toolbar to have quick links to news and library resources. Find it at http://grassellilibrary.mylibrarytoolbar.com.

✓ OhioLINK – Request books, videos, and CDs unavailable in the library from any Ohio academic library and have it delivered to the circulation desk in 3 to 4 days.

Instruction

✓ 30-Minute Study Sessions – Check Allstu or the library web page for a list of timely research topics.

✓ Tutorial on Basic Research Skills (TILT) – Help anytime on doing college-level research. This game-like, interactive tutorial is available on the library web page.

Computers

✓ PCs in the Computer Commons and Reference Area – For research, word processing, spreadsheets, and other applications.

✓ Laptop Check Out – Check out a laptop computer at the Circulation Desk for a 3-hour period for use in the library.

✓ Wireless Internet – Access the campus wireless network from anywhere in the building.
Center for Digital Media

- **Graphic Design Workstations** – With scanners, multimedia presentation software, and a laser color printer.

- **Portable Equipment** – Borrow a digital camera, or camcorder for special projects.

Circulation Desk

- **Helpful people** who can answer your questions and check out books, videos, and more.

- **Items on Hold** – Pick up your OhioLINK and interlibrary loan material.

- **Reserves/E-reserves** – Check out material that your instructor asks the library to hold for your use in the library. You can find e-reserves online at [http://doculib.jcu.edu](http://doculib.jcu.edu). Use the class password from your instructor to access e-reserves.

- **View your Library Account** -- Track the status of your OhioLINK requests. Renew your books online.

Collections for Leisure Reading, Listening, and Viewing

- **Spiritual Reading** – Find spiritual reading in the library’s Saint Francis Xavier Spiritual Reading Corner.

- **Music CDs** – An eclectic mix of music to appeal to all musical tastes.

- **Films on DVD and VHS** – In addition to educational films, there is a variety of popular and classic films.

- **Popular Reading Collection** – Best selling fiction, non-fiction, biography, self-help books available for check-out.

- **CLEVNET E-media Collection** -- Access to download e-books, audio, and video through the Cleveland Public Library online services. Ask at the Circulation Desk if you don’t already have a local public library card.

**HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>10:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00 a.m. – midnight</td>
</tr>
<tr>
<td>Monday – Thursday</td>
<td>7:30 a.m. – midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. – 9:00 p.m.</td>
</tr>
</tbody>
</table>

No admittance during the half-hour before closing.

Check the library web page for special hours during finals weeks and breaks.