

# UM Helena Library



**STUDENT INFORMATION 2011-2012**

# Welcome to UM-Helena!



- Being a student can be rewarding and challenging. We hope that you find the following information useful.
- Please remember you can contact the Library with ANY questions: 444-2743.

# The Library and You



The UM-Helena library strengthens your educational experience with books, magazines, online databases and access to materials from many other libraries.

- We are a space --a collection --people to serve you.
- We are here --we are at your home --we are anywhere you can access a computer.
- The library is a great place to retreat, regroup and regenerate.

Your intellectual success is our goal because sometimes an education is about more than academics...

# Library Staff & Hours



- **Staff**

- Janice Bacino is the Director of Library Services.
- Andrea Mott is the Librarian.
- Mary Ann George is the Library Assistant.

- **Hours**

- The Library is open Monday –Thursday 8:00 a.m. – 6:00 p.m.  
Friday 8:00a.m. – 5:00 p.m.
- The “Virtual Library” is always open
  - ✦ <http://umhelen.edu/library>

# Virtual Library

<http://umhelena.edu/library>



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## UM-Helena LIBRARY

### Start Your Research

Use these subject guides to find books, articles, websites, and other resources for your research project. [Start here.](#)



### Summer Hours

Sunday	Closed
Monday	8:00am - 5:00pm
Tuesday	8:00am - 5:00pm
Wednesday	8:00am - 5:00pm
Thursday	8:00am - 5:00pm
Friday	8:00am - 5:00pm
Saturday	Closed

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### Resources

- Articles
- Books
- Journals
- Images
- Encyclopedias

### My Account

- Remote Access
- Interlibrary Loan
- Renew Books
- Moodle
- UMH Student Email

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- Library Staff
- Library Mission

### Research Help

- Citing Sources
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- Library Tutorials
- Database Tutorials



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need help?  
chat online

# I need to research a topic . . .



The Library has print and electronic collections for your research needs. From the college's website, access the Library Catalog for the print collection and Articles & Databases for the electronic collection.

- **Electronic Collection**

- encyclopedias –Britannica, Grolier, AccessScience
- journal articles –41,000 full text journals and newspapers
- books –107,000 electronic volumes
- reference sources –dozens of databases
- image collection –over 1,300,000 images online

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### Resources

- [Articles](#)
- [Books](#)
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### My Account

- [Remote Access](#)
- [Interlibrary Loan](#)
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### About

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### Research Help

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# I need to do my research after I get off work . . .



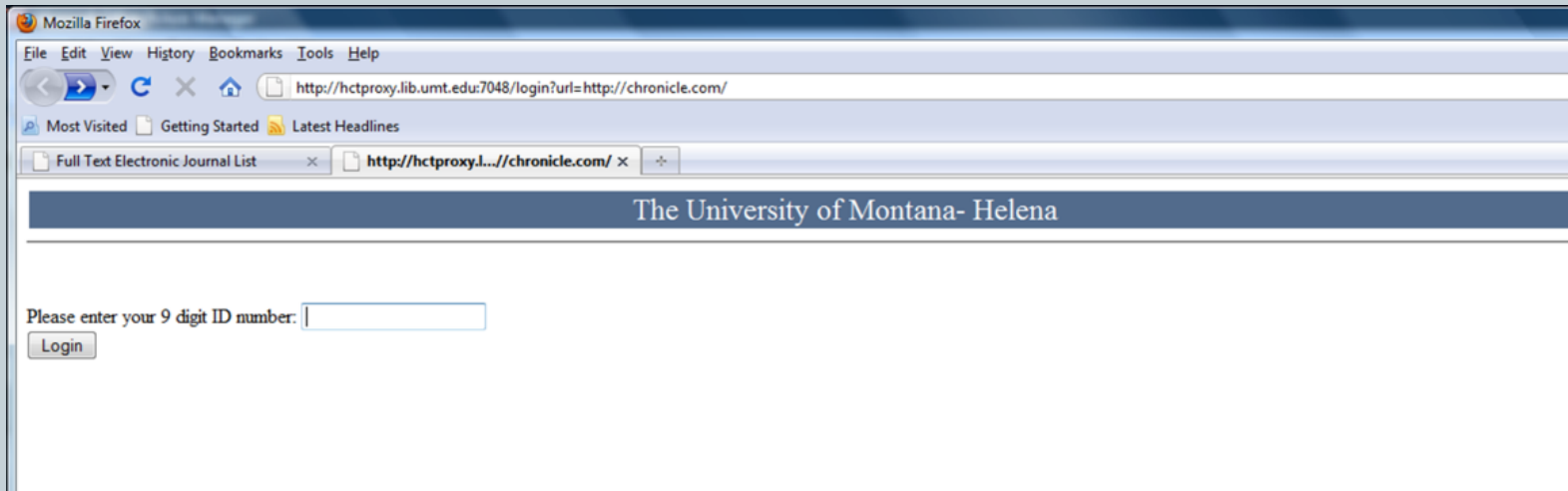
You can use the library's electronic collections to read books and journal articles any time of the day or night from any computer, including at home.

- To use the databases from home, login with your student ID number.
- Off campus use of electronic resources is only available to students, faculty and staff of UM-Helena.

# Remote Access Login Screen



When you try to use an electronic resource from an off-campus location, you will see this screen.



- Use your student ID number to login.

# I need to learn how to research my project . . .



“Book a Librarian” for a one-on-one tutoring session on how to approach your research. Sessions may include:

- Focusing the scope of the topic.
- Identifying terminology and techniques for constructing an effective search strategy.
- Identifying books and articles with relevant information.
- Using databases efficiently to save and organize information.

To schedule an appointment, sign up at the Librarian’s office.

# I need a book that is not in your collection . . .



Students may borrow from Carroll College Library or Lewis & Clark Library by presenting a UM-Helena ID card.

- You will need to follow the borrowing policies of the lending library and they may issue you a temporary card.
- There are other libraries in Helena that students should consider using, including the Montana State Law Library and the Montana Historical Society Library.

# I need a book that is not in any Helena library . . .



The library will borrow books, videos, and magazine articles from other libraries in Montana for your use. This is known as interlibrary loan.

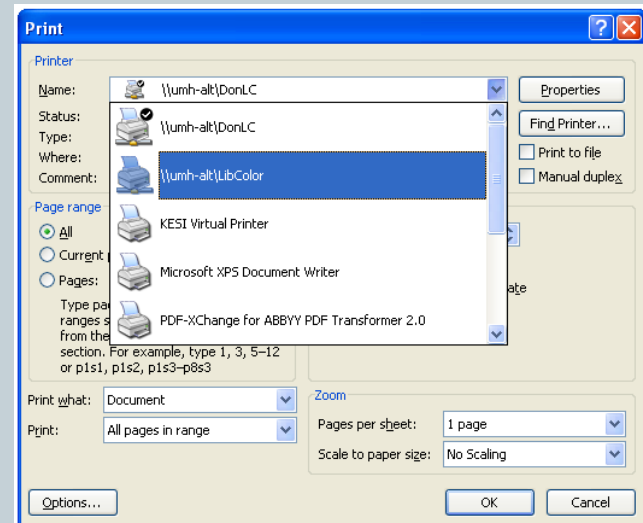
- Most items arrive in a few days, but can take as long as 2-3 weeks.
- The library will notify you by phone or email when the item arrives.
- All interlibrary loan materials should be picked up at the library front desk.

# I need to print a few pages of my report in color . . .



Color printing from any campus computer is available for \$.25/page. This printer is sponsored by Student Senate.

- Select the page or pages you wish to print in color and select the color printer `\\umh-alt\LibColor`.
- Pay for and claim printed pages at library Front Desk.



I need a quiet place for my study group to review  
a DVD or slide show . . .



Any group of two or more students may reserve the  
Group Study Room.

- The room is equipped with a whiteboard and with a flat screen TV for viewing DVDs, PowerPoint presentations, and other digital information.
- Stop by the library front desk to place your reservation.

I need a book my instructor said would be “on reserve” in the library . . .



Instructors sometimes place personal items and library materials on reserve for short term use by students during a semester.

- Stop by the library front desk to borrow the item. Your instructor will have specified how long you can keep the item – 2 hours, 1 day, 1 week.
- All titles in an instructor’s reserve collection will be listed in the [Library Catalog](#) on the college’s website.

# I have an hour before my class begins . . .



The library is a comfortable haven with the following amenities:

- Computers with internet access for checking email or surfing the web for information.
- Quiet study space.
- Wireless internet access.
- Magazines and book displays for browsing.
- Copier, paper cutter, hole puncher, and blank transparencies.

# I like to read best sellers to relax . . .



The library has a small collection of popular reading including best sellers, mysteries, suspense, adventure, self-help, hobbies, and cookbooks.

# Good Luck!!



- More detailed information on all these services can be found on the college's [website](#).
- Best of luck for a successful semester and please stop by or call if we can help.

Janice Bacino

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Mary Ann George

Library Assistant

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