

Guide to Library Services and Collections

The Gibson D. Lewis Health Science Library is committed to excellence in providing access to the world's biomedical literature. Our mission is *to support the education, research, patient care, and community service goals* of the University of North Texas Health Science Center at Fort Worth.

HOURS

Monday-Thursday	7:00 a.m. – 2:00 a.m.
Friday	7:00 a.m. – midnight
Saturday	10:00 a.m. – midnight
Sunday	10:00 a.m. – 2:00 a.m.

(For holiday hours, see the library website.)

PHONE NUMBERS

Administration/Director	817-735-2380
Circulation Desk/Reserves	817-735-2465
Computer Labs	817-735-2288
Document Delivery	817-735-2464
ITS Help Desk	817-735-2192
Reference/Information	817-735-2070
<i>Toll Free:</i>	800-687-5302
Reference Office Fax	817-763-0325
Room Reservations	817-735-2556

LEWIS LIBRARY HOME PAGE

<http://library.hsc.unt.edu>

SERVICES

Reference & Literature Search

Professional librarians can assist you with the location of factual information, citation verification, and with advanced literature searching. Search results can be picked up at the Circulation Desk or sent to you via e-mail or fax. UNTHSC patrons can request delivery to a RefWorks account. Visit the Reference Office on the second floor, call 817-735-2070, or use the "Ask a Librarian" form on the library website.

Instruction

Classes on a variety of topics, including database searching and software usage, are offered free of charge to UNTHSC students, staff, and faculty. Call the Reference Office or check the library website for dates and times.

SERVICES, continued:

Document Delivery

Articles from the library's collection can be photocopied, printed, or scanned for you. Items not owned or subscribed by Lewis Library can usually be obtained through Interlibrary Loan. Copies can be picked up at the Circulation Desk or delivered via e-mail, fax, or mail. Books and media borrowed from other libraries must be picked up at the Circulation Desk.

Submit document requests through a Loansome Doc account, using the request forms on the library's website, or in person at the Circulation Desk. The fee for this service varies by patron group. Fee information is available at <http://library.hsc.unt.edu/services/ServiceFees.cfm>. See the library website for more information, such as eligibility and typical turn-around times.

TexShare

UNTHSC faculty, staff, and students are afforded borrowing privileges at other libraries in the Metroplex and throughout Texas through the TexShare program. To obtain a free TexShare card, inquire at the Circulation Desk between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Study Areas & Group Rooms

Open carrels and tables are available on all three levels of the library. Enclosed carrels and group study rooms are available on the third and fourth floors during all open hours on a first-come, first-served basis. Their use is restricted to UNTHSC faculty, staff, and students. Two rooms are designated media viewing rooms, for which keys are checked out at the Circulation Desk. The largest group study rooms can be reserved by calling 817-735-2556.

COLLECTIONS

Reference Books

Frequently-used books such as directories, dictionaries, encyclopedias, handbooks, medical ready reference, and statistical reports, are located on the second floor and do not circulate.

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COLLECTIONS, continued:

Books

The collection of more than 70,000 circulating books is located on the fourth floor. They are classified using the National Library of Medicine system, which is similar to the Library of Congress system used by most academic libraries. Loan periods range from two weeks to 90 days, depending on the patron category. See the library website for details on circulation policies.

Journals

The library subscribes to more than 20,000 journals in electronic format, and receives approximately 200 in print format. The most recent issues of selected print titles are located by the main stairs on the third floor; the rest are in the adjacent stacks. Both areas are shelved alphabetically by title. Print journals do not circulate.

Reserve Materials

Books, articles, and media on reserve are available at the second-floor Circulation Desk. Instructors designate one of four loan periods: two hours, four hours, 24 hours, or three days. Two-hour and four-hour items are restricted to use within the library.

Consumer Health

A small collection of resources designed for use by consumers is found on the second floor next to the main stairs. These items do not circulate.

Media

The Lewis Library's holdings include a large collection of audiovisual media, slides, charts, computer software, and anatomical models. Other items available for checkout to UNTHSC faculty, staff, and students include headphones, a digital camera, and manipulation tables. Loan periods for these items range from two hours to one week, depending on the item and the borrower's status.

ELECTRONIC RESOURCES

All of the library's subscription electronic resources are accessed from the library website and are available to all patrons on the UNTHSC campus. Off-campus access to these resources is restricted to current UNTHSC faculty, staff, and students with a valid Universal ID and password. If you have forgotten your ID/password, contact the ITS Help Desk at 817-735-2192.

Online Catalog

The library's database of its book, journal, and media holdings can be accessed from the library home page. The catalog includes account management features for patrons, including online renewal and an optional reading history.

ELECTRONIC RESOURCES, continued:

E-Journals & Other Full-Text Resources

MDConsult, *Stat!Ref*, and *Harrison's Online* are examples of available full-text electronic resources, along with thousands of electronic journals. More resources are listed on the All Databases page at <http://library.hsc.unt.edu/researchtools/databases.cfm>.

COMPUTING RESOURCES

The Library's computer labs offer high-speed Internet access, scanners, CD/DVD burners, and a variety of software applications. Use of the labs is limited to:

- UNTHSC students, staff, and faculty;
- Community physicians with permission.

A limited number of computers are available outside of the labs for use by other patrons. They provide full access to the library's electronic resources. Ethernet connections to the campus network are provided on the second and fourth floors, and wireless access is available throughout the building.

PHOTOCOPYING AND PRINTING

Photocopies and computer prints are available in both black & white and color in 8.5" X 11", 8.5" X 14", and 11" X 17" sizes. Rates start at 7 cents per side with a prepaid account. Also, black & white photocopies can be made with coins or bills at the rate of 10 cents per side. For more information on pricing, see <http://library.hsc.unt.edu/services/PhotocopyServices.cfm>.

A prepaid account for copying and printing can be created for you at the Circulation Desk. Value can be added in any even dollar amount by cash, check, MasterCard, VISA, or Discover.

SELECTED FINES & FEES

For most **overdue** items, the fine is 50 cents per item, per day after the grace period. For items that are **lost** or **damaged** beyond use, the charges consist of the replacement cost of the item, a \$30 processing fee, and any overdue fine that has accrued. Please note these special fine rates:

- Test preparation books accrue overdue fines at the rate of **\$5.00 per day up to a maximum of \$50.00**.
- Overdue reserve items are fined at the rate of \$1.00 per **hour**.
- Overdue viewing rooms are fined at the rate of **\$5.00 per hour** or partial hour.
- Overdue items that have been recalled accrue fines at the rate of \$1.00 per day.

Non-affiliated library users may obtain borrowing privileges for an annual fee. Contact the Circulation Desk (817-735-2465) for more information.