



# UM-Helena Library

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Student  
Information  
2008-2009



# Welcome to UM-Helena!

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- 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 question:  
444-2743.

# Library

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- The library supports your success by providing resources and access to information along with services to connect you to faculty.
- Janice Bacino is the Librarian. Mary Ann George is the part-time Library Assistant. Work study students assist in staffing the library.
- The library is open Monday – Thursday 8:30 – 8:30 p.m. and Friday 8:30 a.m. – 5:00 p.m.
- The “Virtual Library” is always open.
  - <http://umhelen.edu>

# I need to research a topic . . .

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The library has print and electronic collections for your research needs. Access the [online catalog](#) to the print collection and the [online databases](#) through the college's website.

## ○ Online Databases

- encyclopedias – Grolier, Britannica, AccessScience
- journal articles – 25,000 full text journal titles
- books – 15,000 electronic volumes
- reference sources – dozens of databases
- image collections – over 500,000 images online

# I need to do my research after I get off work at 10 pm . . .

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You can use the library's online databases 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, register for an [Off-Campus Account](#) by using your student ID.
- Off-campus accounts are only available to current students, faculty and staff of UM – Helena.

# I need to learn how to research my project. I need lots of help . . .

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“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 effectively to access and organize information.
- To schedule an appointment, sign up at the Librarian’s office.

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

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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 library in Helena. . .

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

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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 [online catalog](#).

# I was sick the day of a test; what do I do?

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The library proctors makeup tests and re-tests.

- Approach your instructor to see if they will allow you to makeup the test. If so, they will probably want you to take the test in the library.
- Arrange an appointment time with the library and **bring a photo ID**. The library is not always staffed so we cannot guarantee walk-in service.
- The test will be administered per your instructor's directions. We will return the completed test to your instructor.

# I need to deliver a paper to my instructor or pick up an assignment . . . ?

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The library is the drop off point for exchange of documents between faculty and students outside of the scheduled classroom time. We call this our “Red Envelope Service.”

- **You will need to present a photo ID** and sign a log before receiving any items left for you.
- You will address a red envelope and sign a log when you leave items for an instructor. We stamp all items to verify time/date of receipt.
- Envelopes are delivered to faculty mailboxes at least once a day, and usually more frequently.

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

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The library is a comfortable haven with the following amenities:

- computers with internet access for checking email or surfing the web
- quiet study space
- wireless internet access
- magazines and book displays for browsing
- copier, paper cutter, hole puncher, and blank transparencies

# Good Luck!!

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- Please note that more detailed information on all these services can be found on the college's website under  
***Current Students . . .Library . . .Services for Students***
- Best of luck for a successful semester and please stop by or call (444-2743) if we can help.

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