LIBRARY DIRECTORY

Circulation Service Desk 474-2414
Reference/Information Desk 474-2424
Professional Studies Library 474-2438
Monday - Friday: 8 am - 9 pm

Emerald Coast Campus Library 863-6578
(850-863-6578)
Monday - Thursday: 8 am - 9 pm
Friday: 8 am - 5 pm
Saturday: 1 pm - 5 pm

John C. Pace Library Hours 474-2462
Interlibrary Loan (ILL) 474-2411
Patron Accounts 857-6163
Library Administration 474-2492
Skylab 857-6230
TDD 474-2190

University Archives & West Florida History Center
Monday - Friday: 8 am - 4:30 pm

John C. Pace Library
SERVICE DESK DIRECTORY

Head, Circulation Department:
Stephanie Clark 474-2413
sclark2@uwf.edu

Head, Reference Department:
Melissa Gonzalez 474-2821
mgonzalez@uwf.edu

Manager, Skylab:
Manager, John Barksdale 857-6230
jbarksdale1@uwf.edu
skylab@uwf.edu

Head, University Archives & West Florida History Center:
Dean DeBolt 474-2213
ddebolt@uwf.edu

CIRCULATION SERVICES

Patron Accounts
Melanie LaGasse 857-6163
mlagasse@uwf.edu

Carrels
Laura Keeble 474-2444
lkeeble@uwf.edu

Equipment
Matthew Meehan 857-6164
mmeehan@uwf.edu

Copyright & Reserves (Electronic & Print)
Michael Pace 857-6162
mpace@uwf.edu

Intercampus Loans & Priorities
Laura Keeble 474-2444
lkeeble@uwf.edu

Library Stacks
Andii Johnson 474-2849
ajohnson4@uwf.edu

Textbook Reserves
Bolton Ellenberg 857-6165
gellenberg1@uwf.edu

Services for persons with a disability:
The Special Needs Area on the 1st floor of the library is equipped with computers, a Braille printer, assistive software, and magnifying equipment for the visually impaired. Please ask about other services provided by the Reference and Circulation staff.
**LIBRARY COLLECTIONS INDEX BY FLOOR**

<table>
<thead>
<tr>
<th>Collection</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books from A - K</td>
<td>4th floor</td>
</tr>
<tr>
<td>Books from L - Z</td>
<td>3rd floor</td>
</tr>
<tr>
<td>Government Documents</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Journals</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Juvenile Collection</td>
<td>4th floor</td>
</tr>
<tr>
<td>Law</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Leisure Reading</td>
<td>3rd floor</td>
</tr>
<tr>
<td>Maps &amp; Atlases</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Maritime Collection</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Musical Scores</td>
<td>3rd floor</td>
</tr>
<tr>
<td>New Books</td>
<td>1st floor</td>
</tr>
<tr>
<td>Oversize (all)</td>
<td>4th floor</td>
</tr>
<tr>
<td>Reference</td>
<td>1st floor</td>
</tr>
<tr>
<td>SkyLab</td>
<td>5th floor</td>
</tr>
<tr>
<td>University Archives</td>
<td>Basement</td>
</tr>
</tbody>
</table>

**CHECKOUT PRIVILEGES**

Books:
- Quantity: 100
- Loan Period: Six months
- Renewals: One

Journals:
- Bound Journals: One Week
- Current Journals: Overnight
- Renewals: None

DVDs/Video:
- Quantity: 10
- Loan Period: 14 days
- Renewals: None

Other Materials:
- Selected government documents, serials, theses, bound journals, and Reserves materials circulate on a limited basis. Archival and Reference materials do not circulate and must be used within the library.

Technology Equipment:
- Laptops: 6 hr or overnight use
- iPads: 4 days
- Kindles: 2 weeks
- SMART Board Tools: 6 hrs
- Video/Still Cameras: 24 hrs.
- GoPros: 4 days
- LCD Projectors: 24 hrs.
- Graphing Calculators: 6 hrs.
- Skype Kits: 6 hrs.
- No renewals are permitted for equipment.

*Titles for purchase may be requested via our webpage.

**MORE CHECKOUT PRIVILEGES**

Extended Equipment Loans:
The extended loan program allows you to checkout technology equipment, such as laptops, iPads, etc., for a period of up to 3. For more information and to submit a request, go to [https://secure.uwf.edu/library/forms/extended-equipment-loan-policies/](https://secure.uwf.edu/library/forms/extended-equipment-loan-policies/).

**LIBRARY SERVICES**

**LIBRARY CARD PROXY USERS**
You may choose to allow a spouse, child, or graduate assistant to check books out using your Nautilus Card. To give someone proxy user permission, please email the Circulation Department Head (sclark2@uwf.edu) specifying who your proxy is and for what period of time the permission is being given (i.e. spouse/child - indefinite, graduate assistant - spring 2016 semester only). If you are giving proxy permission to a graduate assistant, please provide the Circulation Department with his or her Nautilus Card number.

Library Catalog:
Library materials may be identified by using the library’s online catalog at: [http://uwf.edu/library](http://uwf.edu/library). The online catalog also contains numerous online indices, full-text journal articles, and e-books.

Online Renewal:
Library materials may be renewed online via the UWF library homepage.

Recalls:
You may request that items identified in the online catalog as “checked out” be recalled for their use by placing a hold on the item via the catalog.

Priority Cataloging:
You may request that items identified in the online catalog as “in process” or “on order” be given priority for faster availability by placing a hold on the item.

**Interlibrary Loans & UBorrow:**
**Interlibrary Loan (ILL) & UBorrow:**
You are provided access to materials not owned by the University of West Florida libraries. UBorrow requests are made online via the catalog. ILL requests are made from your ILLiad account: [https://secure.uwf.edu/library/how_do_i/request/interlibrary-loan/](https://secure.uwf.edu/library/how_do_i/request/interlibrary-loan/).

**MORE LIBRARY SERVICES**

Intercampus Loans:
Intercampus loan provides access to those UWF-owned materials not currently available at your primary library. Requests may be submitted online through the library catalog.

Book and Journal Orders:
You may select materials for the library collection by submitting orders through your department’s library representative or by submitting a Purchase Request Form online.

Course Reserves:
You may place materials on reserve in two formats: electronically via D2L and/or via library catalog and in print. You may submit requests in person at the libraries at the Reserves Desk or go online. Please allow five working days to process Reserves materials. The library places materials on reserve in compliance with copyright laws.

Research Services:
Contact the Reference Desk in person, by phone, email, or chat for research assistance or go online. Citation searching is provided by the librarians by subject specialty.

Library Instruction:
You may request a Reference Subject Specialist to provide a subject-area orientation for a class. To schedule a class, please contact the Reference Desk at 850-474-2424.

Library Fines:
Generally, faculty members are not charged overdue fines. However, lost or damaged items are subject to replacement fees. For more information, contact the Circulation Accounts Coordinator at ext. 6163.

Study Carrels:
You may apply for semester-long study carrel privileges. Request forms for this service are available online: [https://secure.uwf.edu/library/forms/carrel-semester-and-daily-policy/](https://secure.uwf.edu/library/forms/carrel-semester-and-daily-policy/).

MANGO Languages:
You have online access to learn 63 different languages, including 17 options for foreign to English conversation. Account registration is IP specific, so log in to a library computer to set up your account and then access your account from anywhere in the world. More information at [uwf.edu/library](http://uwf.edu/library) (click on “Databases”).

**LIBRARY COLLECTIONS INDEX BY FLOOR**

**CHECKOUT PRIVILEGES**

**MORE LIBRARY SERVICES**