

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.

SERVICE HOURS

Monday-Thursday	7:00 A.M. – 12:00 Midnight
Friday	7:00 A.M. – 10:00 P.M.
Saturday	10:00 A.M. – 10:00 P.M.
Sunday	10:00 A.M. – 12:00 Midnight
Holidays	see the Library website

Except for holidays and other campus closings, Level 2 of the Lewis Library is accessible 24 hours day, 7 days a week to UNTHSC students, faculty, and staff with a valid ID badge. A badge is required to enter the building after 9:00 P.M., and visitors must leave by the closing time for Library services.

PHONE NUMBERS

Administration/Director	817-735-2380
Circulation Desk/Reserves	817-735-2465
Computer Help Desk	817-735-2192
Computer Labs	817-735-2288
Document Delivery	817-735-2464
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.

SERVICES, continued:

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.

Document Delivery

Articles from the library's collection can be photocopied, printed, or scanned for you for a fee. 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 & Rooms

Open carrels and tables are available on all three levels of the library. The study space on Level 4 is a designated quiet area. Study rooms are available on all levels during library service hours, and on Level 2 at all times. Their use is restricted to UNTHSC faculty, staff, and students. Two rooms on Level 4 are designated and equipped as media viewing rooms. The largest group study rooms can be reserved by calling 817-735-2556 or placing a request online at <http://rooms.hsc.unt.edu/xpress/XPressWho.asp>. All of the remaining rooms are available on a first-come, first-served basis.

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COLLECTIONS

Journals

The Lewis Library subscribes to more than 20,000 journals in electronic format and currently receives approximately 200 in print format. The print journals, totaling more than 3,000 titles, are shelved alphabetically on Level 3 and do not circulate.

Books

The collection of more than 67,000 circulating books is located on Level 3. 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.

Reserve Materials

Books, articles, and media on reserve are available at the Circulation Desk on Level 2. 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

Lewis Library's [Consumer Health Subject Guide](#) contain many links to high-quality information for the general public. Patient education handouts are available in selected databases, and the book collection also contains a number of consumer health works. Ask a library staff member if you need help in locating consumer health information.

Media & Equipment

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 UNTHSC network ID and password. If you have forgotten your user name or password, contact the ITS Help Desk at 817-735-2192 or use the Password Portal (<https://passwordportal.hsc.unt.edu/>) to reset your password.

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

ELECTRONIC RESOURCES, continued:

patrons, including online renewal and an optional reading history.

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 available from the A-Z Databases list 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.

Ethernet connections to the campus network are provided on the second and fourth floors, and wireless access is available throughout the building. Two Health Information Stations, located on the second floor, are reserved for use by visitors. A two-hour time slot can be reserved at the Circulation Desk.

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.

