

CHAPTER 7: UNIVERSITY LIBRARIES

The Duke University Libraries includes the six libraries of the main library system and the libraries affiliated with the Divinity School, the Fuqua School of Business, the Law School and Duke Health. Faculty can borrow books and journals from any campus library and can use most electronic resources, including electronic journals and databases, from anywhere on or off campus. The Web site at <http://library.duke.edu> is a gateway to all of the campus libraries, providing access to records of print and electronic materials as well as online forms and information about a variety of services.

Duke faculty (and students) also have borrowing privileges at the libraries of North Carolina Central University, North Carolina State University, and the University of North Carolina at Chapel Hill. These reciprocal privileges are a benefit of the libraries' membership in the Triangle Research Libraries Network, one of the oldest academic library consortia in the United States. The four TRLN library systems also cooperate in collection-building and preservation and the purchase of various online databases and services.

Services Available to Faculty at Every Duke Library

The descriptions below are intended only as a general overview. Contact the library most convenient to you for more complete information about these and other services.

Checking out books and journals

At most Duke libraries, members of the faculty may borrow books for one year. *However, any book requested by another borrower is subject to recall after two weeks.* Renewal policies vary among the libraries. Faculty members may borrow materials from any campus library and return them to that location or any other campus library. Alternatively, faculty may also request that materials be shipped to any library they specify for convenient pick-up.

At most campus libraries, research and teaching assistants may check out books on a faculty member's account with the faculty member's written permission. Consult staff at individual libraries to obtain forms and information about policies and procedures.

Journals, which typically are restricted to library use, are available for overnight checkout to members of the faculty. Consult staff at individual libraries for specific information about journal circulation.

Please note that the circulation policies at the Medical Center Library vary considerably from those of the other campus libraries. Faculty who are members of departments outside the medical center should call 660-1100 or visit the library's Web site at <https://mclibrary.duke.edu/> for more information.

Reserving materials for course use

Guidelines for reserving materials for class use as well as submission forms for books, e-reserves, and videos are available at http://library.duke.edu/research/reserves/reserves_guidelines.html. These guidelines apply at Perkins Library. Contact the Divinity Library, the J. Michael Goodson Law Library, the Medical Center Library and the Ford Library at Fuqua to reserve materials at those libraries for your classes.

Document Delivery

The Document Delivery and interlibrary loan service, offered at each campus library, obtains books, microforms, dissertations, journal articles, reports, and other materials not available on campus.

Reference/Research Assistance

Librarians at public service desks offer general and specialized assistance in the use of electronic and print sources and document retrieval. In addition to working with faculty at these service desks, reference librarians also assist users via telephone, email, chat reference, and IM. Chat reference assistance and IM are accessible from the libraries' Web site at <http://library.duke.edu/services/ask/>.

Instructional Services and Resources for Classes and Labs

Librarians offer a range of services to faculty and their students, including workshops, creation of course-related Web pages and preparation of subject guides. Details are available at <http://library.duke.edu/services/instruction/>.

Assistance with innovative use of technology in teaching and other work with students

The Center for Instructional Technology, a division of the Duke University Libraries, supports the university's academic mission by helping faculty find innovative ways to use technology to achieve their teaching goals. For more information about the CIT and its activities, including Sakai course management system support, go to <http://cit.duke.edu/>.

Assistance with copyright and other scholarly communication issues

The university's director of copyright and scholarly communications, a member of the libraries' staff, is available to assist faculty and students regarding copyright use and ownership of digital and print material.

Library Profiles

Divinity School Library

The Divinity School Library serves the university with collections ranging across the entire spectrum of religions of the world. Areas of particular strength include Biblical studies, Christian theology, American Christianity, Methodism, religious art and architecture, mysticism, and archaeology of the Near East. The library has significant and growing collections in Judaism, Islam, and Buddhism as well.

Materials selection reflects the curricular offerings of the Divinity School and the Department of Religion at both the undergraduate and graduate levels as well as supporting the research programs of the faculty of both divisions and doctoral candidates in the fields of religion and theology. The faculty is welcome to send purchase requests to the library director.

Information about the Divinity School Library, including circulation policies and reference and instructional services, may found on the library's Web site at <http://library.duke.edu/divinity>.

The Ford Library at the Fuqua School of Business

The Ford Library occupies a 21,000 square foot facility in Breeden Hall that features 225 reader spaces, a database instruction center, and the J.B. Fuqua collection, an archive of materials about the school's primary benefactor. The library houses the principal business collections for the university, comprising thousands of print books and journals and a comprehensive collection of e-books and e-journals. The library also offers a comprehensive career collection and an extensive media collection, including audio books on a wide range of topics. In addition, the Ford Library offers the latest technology in online business information and dozens of databases for business research, most of which are available to Duke faculty members campus wide.

While the Ford Library's collection is tailored to the curriculum strengths and research interests of the Fuqua School of Business, faculty members and researchers throughout the university are welcome to borrow library materials. Important areas of the collection are accounting, entrepreneurship, finance, health sector management, global business management, managerial economics, marketing, organizational behavior, and operations management. Recent acquisitions include key business issues in the curriculum, such as leadership, ethics, and the social responsibility of business.

Duke University faculty have access to subscription databases from major business information producers such as Bloomberg, Capital IQ, Euromonitor, Factiva, Forrester, Frost & Sullivan, Lexis-Nexis, Marketline, Mintel, OneSource, ProQuest, Standard & Poors, and Thomson. These databases contain information on companies, industries, and other topics of interest to business students and faculty.

Additional information about the Ford Library may be obtained from library's Web site at <http://library.fuqua.duke.edu/index.html>.

Medical Center Library & Archives (MCLA)

The Medical Center Library & Archives provides access to biomedical resources including more than 300,000 volumes of print books and bound journals as well as medical, nursing, and health sciences electronic journals and databases. The Medical Center Archives collects and preserves the institutional records and history of Duke Medicine through faculty papers as well as administrative and departmental documents. MCLA's collection supports Duke Health's mission and programs, including those of the schools of medicine and nursing, Duke Hospital and Clinics, and the research enterprise. However, faculty, students and staff across the university have access to these educational and research resources.

MCLA provides a variety of services to assist faculty and students in using biomedical resources. In addition to its traditional reference services, the MCLA offers in-depth consultations to assist patrons with identifying the most relevant information resources, searching the literature, evaluating results, and learning how to use specific databases and information tools. Education services include tours and orientations, drop in classes on the use of the library and customized training sessions for departments and schools. Evidence-based medicine training is also available for faculty, students and clinical staff.

The MCLA Web page is the virtual gateway for those seeking biomedical resources and services. The MCLA has developed specialized subject guides including clinical tools and nursing tools pages, online tutorials, and evidence-based medicine resources. The Web site, <http://www.mclibrary.duke.edu/>, also provides more details about and links to library services.

J. Michael Goodson Law Library

The law library serves not only as a library for the law faculty and students, but as a law library for the entire Duke community. It is a major research collection of legal literature that includes reported decisions of federal and state courts, current and retrospective collections of federal and state codes, regulations, and session laws accessible electronically and in print. A full range of print and electronic indexes and other finding tools provide access to the primary sources. An increasing number of electronic databases for both general and specialized legal research are available to researchers.

The periodical collection includes current and retrospective access to all major law journals, bar association publications, institute proceedings, and newsletters. A large section of the library collection is devoted to treatises on all phases of law and law's intersections with other disciplines. Special treatise collections are maintained in several subject areas, including the Floyd S. Riddick Parliamentary Collection, the Richard E. Thigpen Tax Collection, and the Christie collection in jurisprudence. The library is a selective depository for United States government publications, with concentration on congressional, judicial, and administrative law materials.

In addition to its U.S. holdings, the library holds substantial research collections in foreign and international law. The foreign law collection is extensive in coverage, with long-standing concentrations in European law and business law materials, and growing collections in Asian and Latin American law. The international law collection is strong in primary source and treatise material on both private and public international law topics.

More information about the collections and services at the Goodson Law Library can be found on the library's website at <http://www.law.duke.edu/lib/>.

Duke University Library System

The Perkins Library, Bostock Library, David M. Rubenstein Rare Book and Manuscript Library, and von der Heyden Pavilion form the university's main library complex. The collections support the social sciences, humanities, biological and environmental sciences, chemistry, engineering, mathematics, physics, computer science, and astronomy/astrophysics. In addition, there are extensive collections from and about East and South Asia, Latin America, Africa, Europe, and the United States as well one of this country's largest collections of Canadiana. Complementing the print collections are electronic resources, including tens of thousands of e-journals, databases, and statistical tools. The library is a depository for United States, North Carolina, and European Community documents.

The Libraries' Digital Collections Program builds distinctive digital collections that provide access to Duke's unique library and archival materials for teaching, learning, and research at Duke and worldwide. Particular digital collection strengths include: advertising and consumer culture, documentary photography and film, Duke

University and Durham history; African American history, women's history, transcultural experiences, and art, literature, and music. To browse the collections and related resources, visit <http://library.duke.edu/digitalcollections/>.

The holdings of the *David M. Rubenstein Rare Book & Manuscript Library* range from ancient papyri to the records of contemporary advertising agencies. The collections support research in a wide variety of disciplines and programs, including African American studies, anthropology, classics, economics, history, literature, political science, religion, sociology, and women's studies. Among the areas of particular strength are the history and culture of the U.S. South, English and American literature, history of economic theory, history of medicine, African American history and culture, British and American Methodism, human rights and social justice, women's history and culture, and the history of modern advertising.

The *Duke University Archives* – part of the Rubenstein Library – is the official repository for records of the university, collecting, preserving, and administering materials that have continuing administrative or historical value. In cooperation with the Graduate School and other campus units, the University Archives manages DukeSpace, a digital repository for electronically submitted dissertations, master's papers, university records, and other related content. For more information, please see <http://dukespace.lib.duke.edu/dspace/>.

The *Lilly Library* on East Campus houses the university's research collections for the visual arts, art history, philosophy, and theater studies plus Duke's collection of more than 25,000 international and interdisciplinary feature films and documentaries and experimental and animated productions. Request videos for a classroom showing or place videos on reserve for the semester by submitting forms at <http://library.duke.edu/lilly/film-video/reserve-form.html>. Please allow three (3) working days for the processing of your request.

The *Music Library*, also on East Campus, has a rapidly expanding collection of music scores, books, journals and music-related media, encompassing more than 120,000 print items and 25,000 sound recordings in various formats. The music collection supports teaching and research in musicology, historical performance practice, and composition. Additional strengths include keyboard music (monographs as well as scores), music and art, and musical instruments.

The *Pearse Memorial Library* is located in Beaufort, North Carolina, at the Duke Marine Laboratory. Its holdings are in marine sciences and policy-related aspects of the marine environment.

The *Library Service Center* (LSC) is an off-site, high-density library repository designed to support the ever expanding growth of the Libraries' various collections. The center is located a short drive from the main campus off Highway 147 and I-40. The LSC has a robust document delivery service available for all circulating material. Materials requested through the library catalog are retrieved and delivered within 24 hours Monday through Saturday morning.

The *Center for Instructional Technology* (CIT) is also a division of the Duke University Libraries. The CIT supports the university's academic mission by helping faculty find innovative ways to use technology to achieve their teaching goals. Drawing on expertise in both technology and pedagogy, CIT staff assist faculty with projects, share information across the university about effective practices, and examine the effect of technology on teaching and learning.