

Our Web Pages:

D'Amour Library's main web page:
<http://libraries.wnec.edu>

Online catalog:

<http://wildpac.wnec.edu>

Using Databases

If you would like to read or print a magazine, journal or newspaper article:

- Open the Library's web page and choose **Databases A-Z** in the center of the screen to explore thousands of articles.
- On campus you will have immediate access.
- Off-campus, you will need to type in your name, library barcode from the back of your student ID, and your PIN. **The default PIN is 9999.**

Using E-Reserves

- Open the Library's web page and choose **FIND Reserve Materials**.
- You have the option of searching by **Course Number** or **Instructor's Name**.
- Login using your name, barcode, and PIN.

Remember, when printing PDF documents, use the Adobe Reader print icon at the head of the page and not your browser's print option.

If you need assistance logging into our resources, please contact us at 782-1535 or IM askdamour. We will be happy to help.

Ask a Librarian!

Have a quick question about the sources for your paper? Need an extended tutorial on a database? Help is available from the librarians at the Reference Desk or by phone, email, IM, or by appointment. Ask a librarian any research or library-related question!

AIM/Yahoo: askdamour

dref@wnec.edu

413-782-1655

Reference Hours:

Monday-Thursday.....9:00 a.m. - 9:00 p.m.

Friday.....9:00 a.m. - 4:00 p.m.

Sunday.....1:00 p.m. - 8:00 p.m.

Did You Know?

D'Amour Library offers many unexpected services and equipment including:

- Fax machine
- Laminator
- Color printer
- Scanners
- Macintosh computers
- Photocopiers

**Western New England College
D'Amour Library**

**1215 Wilbraham Road
Springfield, MA 01119
Phone: (413) 782-1535**



WESTERN NEW ENGLAND COLLEGE

D'Amour Library

Student Guide to the Library

Contact D'Amour Library

413-782-1535

dref@wnec.edu

AIM/Yahoo: askdamour

Regular Hours

Monday-Thursday7:45 a.m.-Midnight
Friday7:45 a.m.-8:00 p.m.
Saturday9:00 a.m.-8:00 p.m.
Sunday Noon-Midnight
Summer, Holiday Hours as posted

Your Library: A Quick Guide for Students

Welcome to Western New England College and D'Amour Library!

Your library has three floors for its collections. The main floor houses the Circulation Desk, Reference Desk and reference collection, best-sellers, DVD and CD collections, periodicals, Collaboratory, Java City 2 café, and staff offices.

The circulating book collections are shelved on the second and third floors, arranged by the Library of Congress Classification system. Services are handicapped-accessible.

PCs, laser printers, scanners, and wireless Internet access are available throughout the building; log in with your College email username and password.

More than Academics

D'Amour Library has collections of popular movies and television programs on DVD, pop/rock/hip hop CDs, and best-sellers, graphic novels, and other leisure reading books for check out. We also have popular magazines like *People*, *Spin*, and *Dwell* to read in the Library; find them in the Clarke Reading Room on the first floor.

**D'AMOUR LIBRARY'S WEB PAGE:
[HTTP://LIBRARIES.WNEC.EDU](http://libraries.wnecc.edu)**

Check it Out!

Your College ID includes your library barcode, which you need to check out books, CDs, DVDs, equipment, and study rooms.

Circulating books are loaned for 4 weeks with a 4-week renewal period. There is a fine of \$.10 per day for overdue books. DVDs are checked out for 3 days. Other items have different loan periods, so be sure to check the due dates stamped on materials you check out.

Reserve Materials

Print, audio, and video reserve materials are held at the Circulation Desk. Reserve materials assigned for a class are usually limited to a 2-hour loan period; overdue charges for most reserve materials are \$2 per hour. Some faculty use E-reserves, which can be found on the Library's web page and require a library barcode and PIN for access.

Databases

The College subscribes to numerous electronic databases to provide access to thousands of newspapers, journals, books, reports, and other essential academic media sources. The databases are available through the Library's web page, on- and off-campus. A valid library barcode and PIN is needed to access the databases off-campus.

Renewing Your Books is Easy

You can access your library account online anytime. From the Library's web page, click **WILDPAC Library Catalog** on the left side of the screen, then **My Wildpac** at the top of the screen. When you log in with your name, library barcode, and PIN, you will be able to view and renew items that you have checked out.

What do you need?

We can probably get it!

Interlibrary Loan

Books and materials not available at D'Amour Library may be obtained at no charge through Interlibrary Loan. Find details and forms on the Library's web page under **Library Services**.

Placing Holds

If someone has checked out an item that you want, you may place a hold on that item by selecting the **Request** link next to the title in the online catalog. We will contact you as soon as the item is returned to the Library.

Collaborate!

D'Amour Library has spaces for both quiet study and group collaboration. Study carrels, tables, and lounge areas are located throughout the building. Individual and group study rooms are available on the second and third floors. Use of the study rooms is on a first-come, first-served basis with a two-hour limit. The study room keys are available at the Circulation Desk.

The Collaboratory on the first floor offers generous workspace for groups, 6 computers with enhanced photo- and video-editing software, and 3 scanners. The Digital Learning Center on the second floor has 32 computers, a scanner, and a laser printer; it is open for student use when not in use as the information literacy classroom.