



## Welcome to the Canizaro Library

As a student at Ave Maria University, you will have many opportunities to explore the ageless wisdom and inestimable treasures of knowledge contained in the Canizaro Library. This guide will introduce you to the library's primary features, and give you an idea of the many library-related resources you have at your disposal here at AMU. **Remember: The staff of the library is here to help you - please ask a staff member for help whenever necessary!**

### **Main Desk- Ext. 2557**



The main desk is where books are checked in and out, reserve materials are obtained, interlibrary loan materials are requested, and reference inquiries are made.

### **Reference Section**



The reference section is where encyclopedias, dictionaries, almanacs, and other works frequently consulted to verify facts are shelved. Reference works commonly used by

students at AMU include Kittle's Theological Dictionary of the New Testament (REF BS 2313.K5813 1964), the *Anchor Bible Dictionary* (REF BS440.A54 1992), and the *International Bible Dictionary* (REF BS 511.2 I.57 1998).

### **Circulating Collection**



Undergraduate students are allowed to check out books from the circulating collection for a period of 30 days and can have up to 10 items on the same subject and up to 20 items total at any given time. Graduate students are allowed to check out books from the circulating collection for a period of sixty days and can have up to 25 items on the same subject and up to 40 items total at any given time.

The library uses the **Library of Congress** call number system:

- **A -- GENERAL WORKS**
- **B -- PHILOSOPHY. PSYCHOLOGY. RELIGION**
- **C -- AUXILIARY SCIENCES OF HISTORY**
- **D -- HISTORY (GENERAL) AND HISTORY OF EUROPE**
- **E -- HISTORY: AMERICA**
- **F -- HISTORY: AMERICA**
- **G -- GEOGRAPHY. ANTHROPOLOGY. RECREATION**
- **H -- SOCIAL SCIENCES**
- **J -- POLITICAL SCIENCE**
- **K -- LAW**
- **L -- EDUCATION**
- **M -- MUSIC AND BOOKS ON MUSIC**
- **N -- FINE ARTS**
- **P -- LANGUAGE AND LITERATURE**
- **Q -- SCIENCE**
- **R -- MEDICINE**
- **S -- AGRICULTURE**
- **T -- TECHNOLOGY**
- **U -- MILITARY SCIENCE**
- **V -- NAVAL SCIENCE**
- **Z -- BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES  
(GENERAL)**

## Periodicals



The library has a large collection of periodicals, which are available for student use. Theology periodicals are kept adjacent to the graduate student lounge on the second floor, where they may be used by undergraduates; all other periodicals are located on the first floor in the library. Periodicals may not leave the library, but you may copy individual articles.

## Electronic Resources



The Library's Electronic Resources can be accessed through the **university intranet**. The Library has the following online electronic resources, with accompanying explanations:

- **Acta Sanctorum Database**
- **ACLS History E-Book Project**
- **ARTSTOR**
- **ATLA Religion Database**
- **Books in Print**
- **Chicago Manual of Style Online**
- **Conference Board**
- **EconLit**
- **eLibrary**
- **Global Development Finance**
- **Historical Statistics of the U.S.**
- **Infotrac**
- **Intelix Past Masters**
- **International Financial Statistics**

- Iter Bibliography
- JSTOR
- L'Année philologique
- LexisNexis Academic
- Library of Latin Texts
- Literature Resource Center
- MLA International Bibliography
- NAXOS Music Library
- Oxford English Dictionary Online
- Patrologia Latina Database
- Philosopher's Index
- Poesis
- Project Muse
- Proquest
- RILM Abstracts of Music Literature
- Science Direct
- Thesaurus Linguae Graecae
- Vault Online Career Library
- WorldCat
- World Development Indicators
- World Shakespeare Bibliography

### Audio-Visual Collection



The Library has a collection of audio-visual materials, including DVDs, VHS videos, and CDs, which may be checked out for a period of one week. Students may check out up to **three** DVD/VHS items at a time. Students may check out a maximum of **five** music CDs or CDRoms at a time.

### Extended Usage Fees

**Fines for overdue materials are \$.20 per day; the fine is halved if you pay it at the time you return the overdue item.**

Students who damage or lose library property will be responsible for replacing it. Students will be charged the list price of the replacement cost of the book, DVD, CD, or item in question, plus a processing fee.

## **Interlibrary Loan**

Interlibrary Loan (ILL) is a service allowing patrons to borrow books, articles, and other materials from other libraries. If you need a book the AMU Library does not own, contact a reference librarian, and we will endeavor to borrow it from another library for you. The Ave Maria University Library will process up to 10 requests per week for each patron. Many Interlibrary Loan requests are filled within days, but can take from 1-3 weeks to arrive. All requests may be submitted in person, by phone, or by e-mail to [library@avemaria.edu](mailto:library@avemaria.edu).

## **AMU LIBRARY QUICK FACTS**

- The Canizaro Library is designed as the key anchor building of the Campus Green and is adjacent to the Oratory and Town Center. The first phase will house more than 200,000 volumes of an eventual 400,000 + volumes when all phases are complete.
- The AMU Library currently subscribes to 260 different periodicals.
- There are 40 computers in the library for student use.
- We have six Group Study areas and four Quiet Study areas located on the first and second floor.
- The library also houses a Rare Books and Special Collections area, the Music Department, a Music and Media Collections area and extensive electronic facilities for computer and data support of the entire campus.
- There are 16 computers in the Music and Media Room that can be used to review DVDs and listen to CDs.
- Copier/printers are available for use in the Library.

## **The Library Staff**



# **LIBRARY INFORMATION**

## **Reference Desk**

280-2557

[library@avemaria.edu](mailto:library@avemaria.edu)

## **Library Director's Office**

280- 2590

[jrv@avemaria.edu](mailto:jrv@avemaria.edu)

## ***Regular Library Hours***

Sunday 1 PM – 10 PM

Monday 8 AM – 10 PM

Tuesday 8 AM – 10 PM

Wednesday 8 AM – 10 PM

Thursday 8 AM – 10 PM

Friday 8AM – 10 PM

Saturday 8 AM – 5 PM

## **Library Website**

On the intranet – just type “inside” in your web browser and follow the links: From off campus, use this URL:

<http://insideavemaria.org/library/>