ASSISTIVE TECHNOLOGY

- TTY/TTD accessible telephone for the hearing impaired is located on a desk in the Circulation area.
- A computer station equipped with adaptive/assistive technology is located outside of the Consultation Area in King.

KING LIBRARY DEPARTMENTS WITH REFERENCE DESKS:

When making referrals to other library departments or branches, call the reference desk to inform them, giving as much background information as possible.

- Government Documents is located on the ground floor and is staffed by three librarians, one classified staff member and students. Miami is a 70-75% Federal Depository. Also located in Gov Docs are the Law materials, European Union collection, United Nations materials, Ohio resources, and selected census information for Ohio, Indiana, Kentucky and Illinois.
- IMC (Instructional Materials Center) located on the third floor houses the video collection, micro collection, newspapers, curriculum plans, tests, the children’s book collection, and instructional materials. Two classified staff members and students staff the reference desk.
- Special Collections is located on the third floor. This collection does not circulate and all materials must be used in that area. Preservation is also located in this area. Two librarians and two classified staff members are available for reference/research purposes.

BRANCHES WITH REFERENCE DESKS:

- Brill Science Library is located in Hughes Hall. Periodicals are shelved by call number. Librarians and classified staff members staff the reference desk. It is the largest of the three branch libraries.
- Amos Music Library is located in the Center for Performing Arts. Has a listening center for the use of faculty and students. One librarian and two classified staff members handle reference duties.
- Art and Architecture Library is located on the ground floor of Alumni Hall. One librarian and two classified staff members staff reference desk.
- University Archives is located in Withrow Court and is staffed by one librarian and student assistants.
- Middletown and Hamilton libraries are housed on the respective campuses. The directors do not report to Dean Sessions. All holdings at these two locations are cataloged on MiamiLINK and are accessible to the Oxford Campus.
SWORD (SOUTHWEST OHIO REGIONAL DEPOSITORY)
- SWORD is located on the Middletown campus and is a storage facility used by Miami University, University of Cincinnati, Wright State University and Central State University. Older and infrequently used materials are sent to SWORD but can be retrieved by patrons on request.

ILL (INTERLIBRARY LOAN)
- Interlibrary Loan – all requests for materials not owned or available through the Miami University Libraries go through this office. Both paper and electronic forms are available. OhioLINK journal article requests are also made through ILL. Classified staff members staff this office.

ELECTRONIC RESERVES
- Electronic Reserves orders are the responsibility of a classified staff member in Access Services Department and digitizing/scanning is done in DIS (Digital Initiatives Services). A password is required to access any resources on electronic reserves and is assigned by the professor/instructor. There is a generic password Reference Librarians can use and is located in the Password folder at the Consultation area.

PRINTING AND COPYING SERVICES:
- Printers are located in the public computer areas, CIM, Kamm, Gov Docs and IMC. Color printers are located on the first floor of King by the public telephones and in CIM. It costs $.07 per page to print; color printers are $1.00 per page; CIM plotter is $3.00 a linear foot. Copies made from micros are $.07 per page and paid to the IMC staff.
- Laptops print to Zone 2.
- Venda-cards cost $1.00 each ($.50 for the card and leaves $.50 on the card). Can be purchased at any Venda-card machine on campus and used in any printer/copier on campus. When Venda-cards are left in machines or at print/copier stations, those without names are turned in to the Help Desk. Cards with names are taken to the Circulation Desk. (Check to see if there is any money on the card, how much, and inform person at desk).
- Copy machines are located on each floor of King and in each of the branch libraries. The cost for copying is $.07 per page with a Venda-card and $.10 per page without a card.

OTHER SERVICES:
- Public Computers are not set up for word processing or other programs. They are not to be used for email but this policy is very loosely enforced. There are computers located on the ground floor specifically set up for
word processing and email. Students can use Kamm (when it is available) or CIM for Word Processing, Excel, Power Point, etc.

- Typewriters – there are three typewriters located on the ground floor of King Library in the vending machine area.
- To eject a floppy disk from the Mac, click on the disc on the desktop and go under file and click on “eject”. To eject a floppy disk from the PC, you have to use a paper clip.
- After re-booting or shutting down and re-starting a computer, a Novell login window opens. Click on “cancel” and when the second window pops up, click on “cancel”.

CIRCULATION SERVICES:
- All print reserves are held at the Circulation Desk.
- MU Faculty and Unclassified Salary Rosters from FY86-87 to CY2000 are located in Circulation.
- Laptops for use only in King Library can be checked out from Circulation for two-hour periods and renewed for an additional two hours.
- Group study rooms can be reserved up to two weeks in advance and are available for two-hour blocks of time.
- Microsoft products/software are available for checkout by students, faculty and staff.
- The Lost and Found box is located in the Circulation area, under the counter. All found items are to be turned in to Circulation staff.
- Circulation staff will give change for $20.00 or $10.00 bills in increments of $5.00 only – no ones or coins.
- Refunds are made at the Circulation Desk for faulty Venda-cards, money lost in the Venda-card machines, food/drink vending machines, or in the typewriters.

COMPUTER LABS ON CAMPUS:
- CIM (Center for Information Management) in King Library is open to all students, faculty and staff on a first-come, first-served basis. All services are free with the exception of printing. Resources available are digitizing and editing videos, scanning and editing images, CD-ROM burning, converting tapes to DVD/CD format and web page design.
- Kamm Classroom – When this room is not in use for Library related classes, it is available to students for word processing, Power Point development, Excel and some web page design.
- MCIS (Miami Computing and Information Services) operates three learning technology centers for student use in Gaskill, McCracken and Reid Halls. The LTCs provide support and service to students and the University Community using computers and peripherals.
- Department and Divisional Labs – most labs are maintained for the sole use of their students, faculty and staff members while two or three others are open to the campus community (see Student Computing Facilities brochure).