



## **10 Things Every Student Should Know about the Grace Hauenstein Library**

- 1. Librarians are available to help you with your research and other assignments!**
  - There are 6 Reference Librarians available over 60 hours/week. Stop by the Reference Desk or call us at 632.2140.
- 2. Your Aquinas ID Card is your library card.**
  - Use it at the Circulation Desk to check out books and other library materials. Books may be checked out for 21 days.
- 3. You can search the Library's online catalog – called TomCat -- for books and other materials available in the library.**
  - Go to the library's home page and click on "Find books"
- 4. You may renew books online.**
  - All you need is your AQ ID number
- 5. To find periodical articles on a topic, you need to search a Library index database.**
  - There's a list of databases by subject at [www.aquinas.edu/library/data.html](http://www.aquinas.edu/library/data.html)
- 6. The library has many reference books available full text online**
  - See a list of all the titles at [www.aquinas.edu/library/ebooks.html](http://www.aquinas.edu/library/ebooks.html)
- 7. You can access the online library resources anywhere you have an Internet connection.**
  - To access the Library databases, all you need is your AQ ID number.
- 8. If we don't have a book or article you need, we can get it!**
  - Stop by the Reference Desk or look at Interlibrary Loan (ILL) department web page for information: [www.aquinas.edu/library/Departments/ill.html](http://www.aquinas.edu/library/Departments/ill.html)
- 9. Readings may be put on reserve by your professors.**
  - Print reserves may be checked out at the Circulation Desk.
- 10. The Media Services Department has lots of fun gadgets to help you with your coursework.**
  - You can find laminators, Ellison stamps, a scanner, color printing, cameras and many other items

**[www.aquinas.edu/library](http://www.aquinas.edu/library)**