

Library/Resource Center Orientation Information  
Hugh Thurlow, Library Director

**Library Hours:**

Monday-Thursday	07:45am-10:00pm
Friday	07:45am-06:00pm
Saturday	10:00am-05:00pm

**Check out periods:**

Most books-two weeks, Reference material-one day, Reserve materials-in library use only, Magazines-one week, Videos/DVD's-one week.

Renewals allowed upon request.

Fines for overdue, damaged or lost materials and equipment will be enforced and collected. Overdue notices are sent via email and reported to the school's account manager.

**Computer Lab:**

Macintosh desktop computers and one fast b&w printer are available to students for research, email/Internet access and word and image processing.

**Resources:**

To find materials in our library use our web based catalog <http://www.library.rmcad.edu>. For research we subscribe to the full text databases of: Britannica Online, EBSCO Academic Premier, Grove Dictionary of Art, and SIRS Knowledge Source. They are all available campus wide and some can be accessed remotely from off campus.

**Access to Other Libraries:**

With your current rmcad student id you can establish borrowing privileges at the large libraries of the Auraria Campus, Denver Public Library, Jefferson Public Library, and Regis University. To locate materials use the Colorado Library Catalog website <http://prospector.coalliance.org>.

**Magazines:**

We currently subscribe to over 90 different art related and curriculum supporting print titles and keep an archive of five years worth for most publications.

**Special Collections:**

We have organized the library monographs into special areas of over 600 Artist books, Green Design, Must know Architects, Graphic Designers, Illustrators and Photographers.

**Reserve Materials:**

We keep at least one copy of every textbook used in current classes behind the circulation desk. These are for in library use only. Instructors will also place assigned readings on reserve which can be photocopied or read in the library.