

Credit Cards Accepted

The Health Sciences Library accepts Credit/Debit card payments from the following providers: Visa, MasterCard, Discover, American Express, Diners' Club.

Credit/Debit card payments for library services or fees can be made in person (at the Main Desk) or by phone.

Photocopy Service (402-280-5109 or hslcirc@creighton.edu)

The library supports all research with a pull & copy service (within copyright laws) of materials in our collection.

- Photocopy service is free to faculty, staff & students
- Copied articles may be delivered via campus mail, U.S. mail, e-mail (PDF), or picked up at the library
- \$2.00/article for all Creighton University alumni
- Payment may be by cash, check, JayBuck\$, or credit card.

Photocopy request forms are available at the library's Service Desk or via the library website

(<http://hsl.creighton.edu/services/request>).

Material Checkout (402-280-5109)

- **Books**
 - Staff and students: four-week loan period
 - Faculty: one semester loan period
 - Renewal may be done either online (<http://hsl.creighton.edu/services/renew>) or by calling the Service Desk (402-280-5109)
- **Periodicals (Journals)**
 - Bound periodicals may be checked out for one week by faculty, staff, or students
 - Periodicals that are not bound (single issue journals) may be checked out for 24 hours
- **Reserve material**
 - Print materials (including personal copies) that may be checked out for 4 hours and used only in the library
- **DVDs** may be checked out for one week by faculty, staff, or students
- **Kits & Posters** may be checked out for one week by faculty, staff or students
- **iPads** may be checked out for one week by faculty, staff, or students
- **Models** may be checked out for use in the library by students

Faculty Delivery Service (402-280-5109)

- Library Materials may be delivered to on-campus offices, Monday through Friday, from 7:30 am – 3:30 pm, upon request
- For same day delivery, requests must be made between 7:30 am – 3:30 pm
- Requests may be made online (<http://hsl.creighton.edu/services/request>) or by calling the Service Desk (402-280-5109)

Reserves (Tim Glick: 402-280-5109 or hslcirc@creighton.edu)

- **Electronic reserves (eReserves)** are now available via **BlueLine**.
- Please contact **Tim Glick** at the number above with any questions.
- **Print reserves** (including personal copies) are placed on reserve and are available for four-hour check-out for use in the library

Interlibrary Loan (Cindy Abel: 402-280-5144 or hslill@creighton.edu)

Most items can be delivered within 3-5 working days. [Rush delivery (within 48 hours) is also available. Please be judicious when opting for rush delivery as this service incurs additional costs for the Health Sciences Library.]

- ILL service is free to faculty, staff & students
- Copied articles may be delivered via campus mail, U.S. mail, e-mail (PDF), or picked up at the library
- \$2.00/article for all Creighton University alumni
- Payment may be by cash, check, JayBuck\$, or credit card.

Interlibrary loan request forms are available at the library's Service Desk or via the library website (<http://hsl.creighton.edu/services/request>).

Computer Search Service (Reference: 402-280-5138 or refdesk@creighton.edu)

Take advantage of our expertise: ask a reference librarian to conduct your next literature search.

- No cost for Creighton University faculty, staff, and students
- Most search requests are completed within 24 hours
- Usually delivered via e-mail (other options are available)

Search request forms are available at the library's Service Desk or via the library website (<http://hsl.creighton.edu/services/request>).

Educational Services (Jeanne Burke: 402-280-5143 or refdesk@creighton.edu)

The Library Staff provides a wide variety of educational services to faculty and students. We are available for:

- Classroom presentations
- Small group tutorials
- Library instruction and orientations

We will also work with faculty to design customized resource guides featuring the most appropriate resources for a particular assignment or project.

Chat Capability for Reference Services

The reference staff provides Chat reference service. Go to <http://www.creighton.edu/libraries> to find the chat box. The reference staff will chat back during normal Reference hours:

- Monday – Thursday 7:30 am – 10:00 pm
- Saturday 10:00 am - 6:00 pm
- Friday 7:30 am – 6:00 pm
- Sunday 1:30 pm– 10:00pm

Requesting Library Purchases

To request that the Health Sciences Library purchase new materials, whether a book, a journal, or multimedia material, in tangible form or online, please use the form via the library's web site (<http://hsl.creighton.edu/services/request>). To aid the library in making selection decisions, please provide as much detail as possible as to why the item is needed.

Requests may be submitted at any time. Books and audio-visual items are purchased throughout the year. New journal subscription purchases are made annually in the fall, to begin in January of the following year. Requests need to be received by **October 15, 2016** to be considered for a 2017 subscription