



Using Galvin Library at The Illinois Institute of Technology A Guide for VanderCook Students, Faculty and Staff

35 W. 33rd Street
(312) 567-3616
www.gl.iit.edu

for location and hours, visit: www.gl.iit.edu/about/hours.htm

Borrower Privileges

All full-time enrolled VanderCook College of Music students, current Faculty and Staff are entered into Galvin Library's circulation system. Your account remains active until you graduate from VanderCook College of Music.

As part of the VanderCook community, you are eligible to check out materials or use computer resources. For a guide to your borrowing privileges at Galvin Library, visit www.gl.iit.edu/access/VanderCook.htm

Access to Computers

Computer workstations can be found on the second floor, near the reference desk. You may be asked to present your VCM/IIT student ID card in order to access computer resources. A member of the reference staff can help you log on to a student workstation.

Note that one table of computers (six workstations) is devoted to general public use and you do not need to visit the reference desk to access these computers.

List of Available Applications

Adobe Photoshop
Microsoft Access
Microsoft Excel
Microsoft Word
Microsoft PowerPoint
Microsoft FrontPage
Microsoft Publisher
Microsoft Project

Searching Electronic Resources

Follow the instructions above for access to a computer. Open up a browser (i.e. Internet Explorer). From the Galvin Library homepage, select *Services, By User, VanderCook College of Music, Resources*. Choose a subject, such as Education or Psychology. For each subject, you will be given a list of available resources, including databases and journals.

Selective List of Available Databases

PsycINFO
PsycArticles
ProQuest Direct
JSTOR
Science Direct
Digital Dissertations (full-text from 1997 to present)
Project Muse

Saving Your Work

Galvin Library computers allow saving to USB flash key ports.

Printing

Printing is available for \$.10 per page. You must obtain a Copy card, available at the Copy card machine on the first floor. Cards may be purchased for a minimum of \$1.00.

Any Questions?

Ask to speak to a member of the Galvin Library staff, including:

- Jeanne Link (Reference)
- Tom Gleason (Circulation Manager)

Telephone Ruppel Library staff at (312) 225-6288 x.226, and ask for:

- Don Widmer, *Library Director*, dwidmer@vandercook.edu
- Stephanie Bonjack, *Music Librarian*, sbonjack@vandercook.edu