



**Library web address:**

- <http://library.rio.edu>

**Library map:**

- Location - <http://library.rio.edu/img/location.jpg>
- Floor Plans - <http://library.rio.edu/plans.html>
- Virtual Tour - <http://library.rio.edu/tour.html>

**Library hours:**

- <http://library.rio.edu/hours.html>

**Reference/Information Desk telephone number:**

- 740.245.7344 or 7382
- 1.800.282.7201 in OH, KY, WV, PA

**Circulation Desk telephone number:**

- 740.245.7005
- 1.800.282.7201 in OH, KY, WV, PA

**Number of libraries in system:**

- J.A. Davis Library (main campus)
- Madog Welsh Center (While the Center is not officially a campus library, it does house a special collection on Welsh Studies. This collection can be searched using the Davis Library's online public access catalog (RioCat) but the items do not circulate and must be used onsite. The Center is located on the main campus just above the institution's President's Office on 2<sup>nd</sup> floor of the Elizabeth E. Davis House.)

**Special Collections:**

- Welsh Studies (Madog Welsh Center located on 2<sup>nd</sup> floor of the Elizabeth E. Davis House – for more information contact 740.245.7186 or [welsh@rio.edu](mailto:welsh@rio.edu) or visit <http://madog.rio.edu>.)
- U.S. Government Documents (Main floor of the J.A. Davis Library – for more information, contact Amy Miller, Documents/Periodicals Associate, at 740.245.7463 or [amiller@rio.edu](mailto:amiller@rio.edu).)

**Name of Online Catalog for finding books, videos and other materials:**

- RioCat

**Where can I find magazine and journal articles on my topic?**

- Click on the OhioLINK icon on the left-hand side of the page found just beneath the "Ask Us" button. That will take you to OhioLINK's homepage

where you will find several search options below the phrase Find articles and more with OhioLINK Databases. OhioLINK offers several different kinds of databases many of which are subject specific. Choose a database depending on your need. Academic Search Premier, a general EBSCO database, is often a good starting point for many first-year student assignments. Find it "Listed By Name" under "A" through the OhioLINK Web site.

**Can I access the library article databases from my residence hall?**

- Yes, most of the databases are available anywhere on campus.

**Can I access the library article databases off campus?**

- Yes, most of the databases are also available off-campus. When trying to access the OhioLINK databases from home, you will be prompted to first select the institution with which you are affiliated. Choose "Rio Grande CC" from the drop-down selection box. After that, you will be asked to enter your Name (first and last), Barcode (your six-digit student identification number preceded by the capital letter "S") and your PIN (initially set up as the last four-digits of your social security number until you change it through the "View your Library Record" feature in RioCat.)

**Reserves:**

- Unless your instructor has stated otherwise, reserve materials are located behind the library's Circulation Desk. (For more information about course reserves, contact Deborah Thompson, Circulation Associate, at 740.245.7398 or [thompson@rio.edu](mailto:thompson@rio.edu).)

**Call number system:**

- Dewey Decimal System

**Computer availability:**

- Six computers available in reference area and one computer available on in the 2<sup>nd</sup> floor stack area (Catalog and Internet only)
- Full-service computer lab supported by the Office of Campus Computing & Networking Services located on the library's ground floor (30 computers are reserved for student use and then, 5 computers available also for community patrons)
- Davis Library also provides free wireless Internet access for all library users who wish to use their own laptop computers.

**Computer printing:**

- Free for reference area and computer lab printers (Davis Library does, however, reserve the right to charge or take away printing privileges for any individuals who abuse the library's printing policies that are posted at the reference and computer lab workstations.)
- Microform printers are coin operated. Cost is 10¢ for each print out.

**Photocopying procedures:**

- The library photocopiers are all coin operated and are set up to take both change and one-dollar bills. The cost of copies is 5¢ each. Change for photocopiers is available at the Circulation Desk

**How do I get in-person help?**

- Both the Reference and Circulation Desks are staffed nearly all the hours the Library is open. If no one can be seen at either of these stations, please ring the bell at the Circulation Desk for service. Most likely we are just in the reference or microform areas assisting other students. Feel free to ask us questions, as we are here to help you.
- You may also set up an appointment with a professional librarian for assistance with a research project anytime during the year. Stop by or call the Reference desk for more details.

**Can I get help online?**

- Email reference (response usually within 24 hours) – [Refdesk@rio.edu](mailto:Refdesk@rio.edu)
- Chat with a Librarian via OhioLINK - <http://chat.ohiolink.edu/>
- The “Ask Us” button <http://library.rio.edu/AskUs.html> found throughout the Davis Library’s Web site has information on how to contact us for various types of assistance as well as a list of “Common Question—Sources and Answers” that should prove helpful.
- For answers to questions for students using the library from a distance or after hours, visit the Distance Learning Page - [http://library.rio.edu/distance\\_learning.html](http://library.rio.edu/distance_learning.html)

**Does the library offer tours or orientation sessions?**

- The Davis Library does not offer any special times for tours or library orientation sessions; however, you may contact Tim Snow, Reference Librarian (740.245.7344 or [tsnow@rio.edu](mailto:tsnow@rio.edu)) or Amy Wilson, Reference Outreach Specialist (740.245.7382 or [awilson@rio.edu](mailto:awilson@rio.edu)) at the Reference Desk to set up such an appointment.

**Other special services:**

- The Friends of the Davis Library is a community organization that helps support the library’s outreach and collection development activities. Its membership is open to the institution’s students, faculty, staff and alumni as well as individuals and organizations in the surrounding communities. For more information about the Friends group’s programs and services, contact Amy Wilson, Reference Outreach Specialist and Friends Advisor at 740.245.7382 or [awilson@rio.edu](mailto:awilson@rio.edu).

**Campus map:**

- <http://library.rio.edu/img/location.jpg> (Driving directions - <http://www.rio.edu/index.php?module=ContentExpress&func=display&ceid=6>)