



## LIBRARY FAQs

### Need Research Assistance? Just Ask!

**In Person:** Journalism Library 102 RJI  
Library Main Phone: 573-882-7502

#### E-mail or Phone

**Dorothy Carner** - 573-882-6591  
carnerd@missouri.edu

**Sue Schuermann** - 573-882-0660  
schuermanns@missouri.edu

#### Journalism Guides on website

### How do I find books, DVD's, maps, etc?

Visit the Journalism Library website (<http://library.missouri.edu/journalism>) and search the Classic Catalog (MERLIN).

### How do I find journals/articles?

Choose "A specific article/journal" under the "Looking For?" list.

### May I check out laptops and cameras?

Yes, and more. Choose the "Journalism Equipment" link under the "Looking For?" menu. All students borrowing equipment must fill out a Journalism Library Equipment Check-Out Agreement Form.

### Do I need a library card?

Your MU ID serves as your library card and enables you to check materials out of the libraries.

### How long can I keep library books?

Faculty, staff, graduate students and visiting scholars may check books out for four months. MOBIUS books have shorter check out times.

### Can books be renewed online?

Yes, click on the top drop-down "My Account" and choose "Renew my Books"

**Equipment can not be renewed online. You may call us at 573-882-7502 to find out if you may renew equipment.**

### Do I have access to research databases off-campus?

Yes, databases, e-journals, and the online catalog are accessible by logging in with your MU ID (Paw Print).

### What are course reserves and where do I find them?

Course reserves are materials that your professors place "on reserve" to supplement and support classes. They are located at the front desk. Ask by course, or title & call #.

**Electronic reserves** can be found under the "Quick Links" menu on the Journalism Library website. Look for E-Reserves.

### What do I do if none of the MU Libraries have the book or article I need?

If a book is not available at MU, try searching the MOBIUS catalog. If it is available, use the "request" function to order it.

If an article that you need is NOT available either online or in print at MU, choose the "Request an item" link under the "Quick Links" menu on the Journalism Library website.

### Where can I find Journalism master's projects, theses and dissertations?

Journalism master's theses and dissertations are available electronically from 2005 and master's projects from 2012 in **MOSpace**, (<https://mospace.umsystem.edu>) MU's digital repository. Look in the Journalism Guides under "Quick Links" in "The Resources for Journalism Graduate Students"

Previous to those dates, all were published in print format. They and the digital versions may all be found by searching in **MERLIN**, the online catalog.

### Does the Journalism Library have group study rooms?

Yes, the Journalism Library has two group study rooms. You may reserve either one by clicking on the "Study rooms" link under the "Looking For" menu on the Journalism Library website.

### Is wireless available in the Journalism Library?

Yes, wireless is available in all libraries.

### May I print from my laptop?

Yes, choose the "Print Anywhere" tab from the DoIT website (<http://doit.missouri.edu/>) to download software that will allow you to send your print jobs to any of the many printers on campus. Instructions on how are here.

### Journalism Library Regular Hours

Mon.- Thurs.	8 AM – 10 PM
Fri.	8 AM – 5 PM
Sat.	Closed
Sun.	6 PM – 10 PM

Check the Journalism Library website for holiday and intercession hours.

For your safety, RJI's Ninth Street entrance is locked after 6 PM Monday – Friday and closed on Saturdays & Sundays. Please use the entrance from the quad, closest to the library.

If you need to gain entrance when the library is closed, contact Becky Acton – [actonb@rjionline.org](mailto:actonb@rjionline.org) to have your MU ID activated for card access.



## Visit Our Website:

<http://library.missouri.edu/journalism>

### Check Out These Items at the J-Library

- Macbooks
- iPad Air
- Cables, Chargers & Adapters for all Apple devices.
- Headphones
- Digital Voice Recorders
- Digital SLR cameras
- Ricoh Theta S 360 camera
- SD Card Readers
- Digital Camcorders
- Mobile Reporting Kits
- Microphones (Handheld and Wireless)
- Tripods (Regular and Mini)
- See all on our webpage "Journalism Equipment"

### Tips to Avoid Fines

Late and billed MU & UM (MERLIN System) books result in a **\$175 fine**. Fines will be removed if the books are returned within a reasonable time.

**MOBIUS (MO Consortium)** late or lost book fines vary by loaning institution. There is a \$20 nonrefundable fine that stays on a billed MOBIUS book.

Lost books may be replaced and fines removed based on consultation with the subject librarian.

### Fines for Reserve Books & Equipment

Overdue Books on Reserve = \$2/hr/book

Overdue Equipment = \$2/hr with \$50 maximum

**Items not returned will need to be replaced with an exact replacement.** Items not returned or replaced will result in a replacement cost fine and loss of MU Library checkout privileges. Always answer any emails about overdue equipment. Equipment must be returned or replaced. Fines can be negotiated on request.

### Returning Overdue Reserve Items Will Not Remove Fines

For more information choose **About Us** from the **“Quick Links”** menu on the Journalism Library website.



**Sandy Schiefer**

**Journalism Research & Digital Access Librarian**

schiefers@missouri.edu

315 Lee Hills Hall  
(573) 882-4876

### Fall and Spring Semester Hours:

Monday – Friday 1:00 PM - 5:00 PM

### Summer Hours:

Monday – Friday 1:00 PM - 5:00 PM

Closed all major holidays

“A grad student’s best friends - Dorothy Carner and Sue Schuermann - at the Missouri School of Journalism library. Their dedication to helping students is one of the reasons Mizzou is the best journalism school in the world.” Alecia Swasy PhD 2014.



## DID YOU KNOW?

The Journalism Libraries were founded 108 years ago?

The Journalism Libraries are made up of two specialized libraries:

**Frank Lee Martin Memorial Journalism Library**  
**The Columbia Missourian Library**

102 Reynolds Journalism Institute is the sixth home of the Journalism Library. Its first home was Switzler Hall. From there, it moved to Neff Hall, then to Walter Williams Hall, next to Neff Annex and to RJI in 2008.

The Journalism Libraries became MU Library branches in the 1920’s and as such are part of MU Libraries. Journalism Library History Libguide.

### The Journalism Library (102 RJI)

Has been recognized as a “collection of distinction” by OCLC (the largest online public access catalog in the world).

- Is home to the largest academic photojournalism collection.
- Provides access to over 40,000 newspapers (print & online).
- Provides access to over 35,000 digital periodicals.
- Provides access to multimedia creation equipment and software.
- Digitally archives the print *Missourian*, daily and *Vox Magazine*, weekly.

### The Columbia Missourian Library (315 Lee Hills Hall)

- Supports the editors and reporters of the *Columbia Missourian* and *Vox Magazine*.
- Has a rich historical file on various subjects, perfect for backgrounding previously published stories, fact checking, and story ideas.