Welcome to the Library!

Our library staff is an exceptionally friendly group of professionals and is more than happy to show off all the library’s wonderful resources.

This handbook will give you the tools you need to successfully begin to use the library.

Library users should feel free to ask any library staff member for assistance. They will gladly answer questions regarding library services and the use and location of library materials.

Students, Faculty, Staff, Researchers & Graduates, whether you are On-line or On-campus, you are welcome to utilize any or all campus locations listed in the directory that follows:
Library Directory

Clearwater
16120 U.S. Highway 19 N., Clearwater, Florida 33764
Phone: (727) 373-1380

Daytona Beach
1800 Business Park Boulevard Daytona Beach, Florida 32114
Phone: (386) 274-5060
Fax: (386) 274-2725

E-Campus (Fort Lauderdale)
1900 West Commercial Blvd., Fort Lauderdale, FL 33309
Phone: (954) 351-4040
Fax: (954) 351-4030

Flagship Residential
2600 North Military Trail, West Palm Beach, FL 33409
Phone: (561) 478-5500

Fort Lauderdale
1500 NW 49 Street, Fort Lauderdale, FL 33309
Phone: (954) 351-4035
Fax: (954) 351-4051

Fort Myers
9100 Forum Corporate Parkway, Fort Myers, FL 33905
Phone: (239) 277-1336
Fax: (239) 277-1259

Graduate School (Fort Lauderdale)
1900 West Commercial Blvd., Fort Lauderdale, FL 33309
Phone: (954) 351-4035
Fax: (954) 351-4051
Jacksonville
6430 Southpoint Parkway, Jacksonville, FL 32216
Phone: (904) 296-3440
Fax: (904) 296-3407

Lakeland
2400 Interstate Drive Lakeland, Florida 33805
Phone: (863) 682-6020
Fax: (863) 688-6196

Melbourne
900 South Babcock Street Melbourne, Florida 32901
Phone: (321) 409-4800
Fax: (321) 725-3766

Miami
2101 NW 117th Ave. Miami, Florida 33172
Phone: (305) 596-2226
Fax: (305) 596-7077

New Port Richey
6014 US Highway 19 North, Suite 250, New Port Richey, Florida 34652
Phone: (727) 847-6855
Fax: (727) 846-8317

Orlando
5600 Lake Underhill Road Orlando, Florida 32807
Phone: (407) 273-5800
Fax: (407) 382-2201

Pembroke Pines
1640 SW 145th Avenue Pembroke Pines, Florida 33027
Phone: (954) 431-4300
Fax: (954) 431-2929
Port St. Lucie
10330 South US 1 Port St. Lucie, Florida 34952
Phone:    (772) 398-9990
Fax:       (772) 335-9619

San Marcos, Nicaragua
Gasolinera UNO 2c. al Sur San Marcos, Carazo, Nicaragua
Phone:    (011)505 2535 2314 *257
Fax:       (011) 505 2535 2336

Sarasota
6151 Lake Osprey Drive Sarasota, Florida 34240
Phone:    (941) 907-3900
Fax:       (941) 907-2016

Tallahassee
1700 Halstead Boulevard, Building 2 Tallahassee, Florida 32309
Phone:    (850) 906-9494
Fax:       (850) 906-9497

Tampa
5002 West Waters Avenue Tampa, Florida 33634
Phone:    (813) 885-4900
Fax:       (813) 885-4911

West Palm Beach
2085 Vista Parkway West Palm Beach, Florida 33411
Phone:    (561) 471-6000
Fax:       (561) 471-7849
Library Access

• The faculty, staff, students, and graduates are the primary clientele of the library, but Florida residents possessing a valid State of Florida Issued ID card or Florida Driver’s License may also use the library. Use of materials by those other than the primary clientele may be limited to in-house use. Guests are requested to show your Florida ID or Driver’s License to the librarian, if using the campus library or computers.

• The library’s computers are primarily for computer-assisted research. Word processing, spread-sheets and other business applications are also permissible. Computer usage is on a first come, first served basis for the library’s primary clientele and will not be preempted. Please plan accordingly. Non-primary clientele computer usage may be curtailed at the discretion of the librarian.

Campus Library Rules

• Please refrain from Eating & Drinking in the library. (Smoking in a public building in the State of Florida is illegal.)
• Please refrain from marking, underlining, highlighting, folding down pages, paper clipping pages, and otherwise defacing library materials.
• Please maintain a professional business demeanor and decorum at all times, while you are in the library.
• Please set cellular telephones and beepers or pagers to silent while you are in the library.
• Please be courteous to other library users, and keep voices and other distracting noises (such as audio on the computers) to a minimum.
• There is NO RUNNING in the library.

The Collections

• The library collections provide access to more than 150,000 combined volumes of books, periodicals, newspapers, audiovisual materials, CD-ROM’s, DVDs, and over 160 full text on-line databases.
• Most physical library materials are classified according to the Dewey Decimal System.
• Call numbers, locations, and other bibliographic information about the materials in the collections may be found online, by logging into the Library Catalog at the following URL: www.keiserlibrary.com
This is what the Library’s webpage looks like:

(www.keiserlibrary.com)

You can log in according to the instructions found on the left side of the library webpage.

Library Services

• Call any number in the directory above to request a Tour, Orientation, Instructions, Pathfinders, etc.

• Group or individual instruction is available in the use and location of print, audiovisual, and computerized library materials. Campus libraries offer research instruction and other searching instruction programs to entire classes in addition to individual assistance which may also be provided over the telephone.
Inter-Library Loan

Materials unavailable in our library or through our online retrieval systems may be borrowed from another library via Interlibrary Loan (ILL). Interlibrary Loan is a cooperative arrangement by which libraries borrow and lend materials and supply photocopies to users of other libraries. Our library has special ILL agreements with the member libraries of the Panhandle Library Access Network (PLAN), the Florida Library Information Network (FLIN), the South East Florida Library Information Network (SEFLIN), the North East Florida Library Information Network (NEFLIN), and the Tampa Bay Library Cooperative (TBLC).

Electronic Document Delivery Service

Keiser University Library attempts to provide Electronic Document Delivery for materials that are indexed in, cited or abstracted by, but not available in full text from the electronic resources to which it provides access. The service is limited to materials that are indexed in, cited or abstracted in a Keiser University Library provided resource and available for purchase in U.S. dollars. It does not apply to materials found indexed, cited or abstracted in a resource that is not provided by Keiser University Library, to citations taken from the APA Psych Info database due to the already high cost of providing this database, nor to materials that must be purchased with a foreign currency. Additionally, not all charges for this service are covered by the library. Covered charges for a document purchase are subject to the guidelines listed below. Requested materials will only be provided via e-mail to an active @keiseruniversity.edu address.

The Electronic Document Delivery Request form is available on the library’s webpage under the USEFUL LINKS TAB.

Guidelines for assessing Document Delivery Charges

<table>
<thead>
<tr>
<th>LEVEL OF RESEARCHER</th>
<th>NUMBER OF DOCUMENTS ALLOWED</th>
<th>Request not to exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral Program</td>
<td>10 documents</td>
<td>$400</td>
</tr>
<tr>
<td>Graduate School</td>
<td>5 documents</td>
<td>$200</td>
</tr>
<tr>
<td>Baccalaureate</td>
<td>2 documents</td>
<td>$100</td>
</tr>
<tr>
<td>Associates</td>
<td>1 document</td>
<td>$50</td>
</tr>
</tbody>
</table>
Exceptions: A decision to either purchase fewer or to purchase more than the stated limits for each of the above levels provided in the above guidelines may be made based solely upon the Document Delivery Librarian’s professional assessment of the stated need for each request, as provided by the patron on the Document Delivery Request Form.

Unnecessary requests: It is important to conduct as much of your own research as possible. Documents requested through the document delivery service that are determined by document delivery staff to be readily available in full text without cost (through any of the library’s various databases, or through a basic internet search such as a Google Scholar search) will incur a $50.00 service charge in place of the document charge, and will be counted against a patron’s calendar year limit.

CIRCULATION (Borrowing books)

CIRCULATION PERIODS ARE AS FOLLOWS:

- Audio Cassettes 14 days
- Blueprints & Patterns 3 days
- Books (Circulating Non-Fiction) 14 days
- CDs, DVDs, & Discs 3 days
- Design & Building Samples 3 days
- Ephemera & Realia 7 days (Anatomy models require instructor)
- Fiction 14 days
- Kits 14 days
- Legal Materials 0 days (do not circulate)
- Maps 7 days
- Oversized Materials 14 days
- Professional Materials 14 days
- Reference materials 0 days (do not circulate)
- Reserve materials circulate (or do not) - as specified by the instructor placing the reserve.
- Serials (magazines, newspapers, & journals) 7 days
- Theses 0 days (do not circulate)
- Videos (VHS & Beta) 3 days

RENEWALS

- Circulating materials may be renewed as often as needed, provided no one else has requested the materials. Library materials may be renewed over the telephone by calling the library where you checked-out the material, or by visiting the library where you borrowed the item. If you do not have the item with you, please provide the librarian with the barcode number of the items you wish to renew.

HOLDS

- Users requesting materials that are currently checked out may place a hold on the materials. When the materials are returned, the requestors will be notified of their availability.
RETURNING ITEMS TO THE LIBRARY

- When returning library materials, it is very important to return them either to the librarian or to place them into the designated book drop box rather than just returning items to the shelf. If an item that is checked out is returned to the shelf, instead of to the librarian, or by being placed in the book drop box, the item will continue to show-up as “checked out” and the library will continue to send overdue notices.

- It is your responsibility as a library patron to properly return the library materials, so that the librarian can check them in.

OVERDUE LIBRARY MATERIALS

- Please carefully note the due date on all borrowed Library materials. You will receive daily overdue e-mail notices to your @keiseruniversity.edu e-mail account. You are responsible for checking this e-mail account.

- Overdue materials may be renewed for the first 7 days that they are overdue; however after 7 days overdue, all items must be returned to the library.

- Patrons with 5 or more items overdue will have their library accounts blocked and disabled as will all patrons who have less than 5 items that are more than 21 days overdue.

- Library accounts that have been blocked and disabled can only be unblocked and re-enabled after all overdue items are either returned to the library or paid for if they have been lost or damaged.

PHOTOCOPIES

A photocopier is available in the library. The cost of photocopying is ten cents ($0.10) per copy. The library does not provide change, and money cannot be refunded due to user error. Please comply with all Federal Copyright Laws when making photocopies.
WARNING CONCERNING COPYRIGHT RESTRICTIONS

• The copyright law of the United States (Title 17, United States code) governs printing, saving and sharing of electronic copies, photographing (such as with a smart phone or digital camera) and the making of photocopies as well as all other methods of reproduction of copyright material; the person or persons using the library's equipment is liable for any infringement of this law.

• Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of “fair use” that use may be liable for copyright infringement.

• Keiser University Library reserves the right to refuse to permit the utilization of its equipment for copying of any material, if in its judgment such use would involve violation of copyright law.
Search Tips and Techniques

How to Find the Information You REALLY Want When You Search the Library Databases

To find the information you want, it is helpful to know about Search Strategies. Creating a good Search Strategy can mean the difference between spending hours doing research or finding what you need quickly and precisely. Below is an explanation of Boolean Operators and how to use them. Each Boolean Operator represents a different Search Strategy. You need to use a different type of Boolean Operator for your searches, depending upon what your topic is, and what you want to find out about it.

For more specific information about Search Strategies, please see your campus librarian.

BOOLEAN OPERATORS – A BRIEF EXPLANATION

What are Boolean operators?
The Boolean operators AND, OR, NOT (or AND NOT), and NEAR tell search engines which keywords you want your results to include or exclude, and whether you require that your keywords appear close to each other. They’re named after George Boole, an Englishman, who invented them as part of a system of logic in mid-1800 (Imagine his surprise if he could see what his invention is being used for now). Since the Boolean operators are English words, they’re intuitive and easy to use. I’ll briefly explain them and compare them to the more commonly used search syntax (e.g. the plus and minus signs).

The AND operator. You can specify that terms must appear in the items you retrieve by using the AND operator (It’s best to capitalize Boolean operators because some search engines require this). For example: movies AND advertising means the same as +movies +advertising. Each of the above search statements will find documents containing both terms, movies and advertising. You can use the AND operator more than once in a search. For example: movies AND advertising AND sales.

The OR operator. Using the OR operator states a preference that either or both of your search terms appear in your results. For example: jam OR jelly means the same as: jam jelly (in search engines with OR as the default). These search statements will retrieve documents with either the term jam or jelly or both terms, jam and jelly. Some search engines don’t support the OR operator. You can use the OR operator more than once in a search. For example: jam OR jelly OR preserves.

The NOT (or in some search engines AND NOT) operator. The NOT (or AND NOT) operator forbids the word after it from appearing in the items resulting from your search. For example: boxer NOT fighter or boxer AND NOT fighter means the same as +boxer –fighter. Both of these search statements will retrieve documents containing the term boxer but not containing the term fighter. You can use the NOT (or AND NOT) operator more than once in a search. For example: squash NOT game NOT sport or squash AND NOT game AND NOT sport.

The NEAR operator. The NEAR operator requires the search words you have entered to appear within a certain number of each other (usually between 1 and 20 words). For example: dogs NEAR fleas would retrieve a document that included the sentence “If your dog scratches himself a lot, he might have fleas.” However, it would not retrieve a document with the term dogs on the first page and the term fleas no closer than the third page.

Can I combine Boolean operators? In the search engines supporting parentheses, you can. For example, you might key in the following: orchids AND (growing OR planting). This search statement would return documents with the word orchids and either the term growing or planting or both.

How would I search for a phrase using Boolean operators? Most search engines that use Boolean operators also support using quotation marks to designate a phrase. A possible search might be: “President Clinton” AND “foreign policy”. This search statement would return documents that include the phrase President Clinton in addition to the phrase foreign policy.
Dewey Decimal Classification System

Melvil Dewey created the Dewey Decimal Classification System (DDC) in the 1800’s so that all the books would be organized by their subject.

Just like the grocery store separates the food into different sections such as: dairy products, meat, and vegetables, the Dewey Decimal Classification system works in a very similar way. The DDC divides knowledge into 10 main class numbers (see below) that can also be further divided.

- **000** – Generalities, Computer Science and Information
- **100** – Philosophy and Psychology
- **200** – Religion
- **300** – Social sciences
- **400** – Language
- **500** – Natural Science & Mathematics
- **600** – Technology (Applied Sciences)
- **700** – The Arts & Recreation
- **800** – Literature & Rhetoric
- **900** – Geography & History

To find a book, you must locate its call number.
The call number is the address of where the book resides on the library shelf.
You can find the item’s call number on the spine of the book, which is the part facing out on the library shelf.

**There are 3 parts to a call number:**

The first part is made up of Numbers that include a decimal

The numbers correspond to the Dewey subject area of the book.
For example, if the item has number 200, it has to do with religion.

The second part of a call number is made up of Letters
The letters are usually the first three letters of the author’s last name.
The third part of a call number is a Year
Typically the year the book was published.

A typical call number might look something like this:

200.1
ROD
2013

To find items first look for the number (including the decimal) then look for the Letters (in alphabetical order) and finally look for the year.

1. Numerical
2. Alphabetical
3. Year

The call numbers below are in the correct order:

174. 182.6 182.6 182.6054 182.61
KRE STA SVE ALT ALT
2010 2007 2005 2010 2010

Please take a few minutes now to view the Library’s Orientation Video by clicking the Library Orientation Video link in the center of the library’s webpage located at: www.keiserlibrary.com

The Library Orientation Video will answer many of your questions and will direct you to additional library training resources that you may need over the course of your studies.

Good Luck! We look forward to seeing you in the library!