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General Information

The library is unlocked while the librarian is present. For use after hours, please contact Randy or see the administrative office.

Librarian: Randy Lackovic
Office Hours: 9:00-4:00, Mon-Thu & 8:00-2:30 Fri.

Telephone: (207) 563-8193
From Orono: 1-5193
Fax: (207) 563-3199

Email: randy.lackovic@umit.maine.edu

Mailing Address: Library, Darling Marine Center
The University of Maine
193 Clarks Cove Road
Walpole, Maine 04573

Alternate Contact

Librarian: Nancy M. Lewis, Head, Reference Services
Fogler Library, University of Maine
lewis@maine.edu, 581-3613 (13613 from DMC Campus)

Borrowing Privileges

Anyone with a valid UMS ID card may borrow items from the DMC Library. This includes: currently employed faculty and staff, currently enrolled students, retired faculty and staff, and patrons holding current courtesy, temporary, or gold cards.

- Members of InfoNet Libraries do not have on site borrowing privileges. They must request items be sent to their parent library through InfoNet’s Requestor Function.

- Visiting patrons who are not eligible for an UMaine ID card, such as interns or faculty working with UMaine faculty/administration, may receive a temporary library card for the duration of their stay. Please see the Librarian about acquiring such a card.
The library is open to the public for on-site use, but without a UMS or temporary card, one **May Not** check out any items.

- A courtesy card that grants borrowing privileges for one year may be obtained. Holders of courtesy cards are not eligible, however, for inter-library loans.

The type of material and the type of patron determines the length of the borrowing period. Please check with the librarian for the exact length, but the general rule of thumb is as follows:

<table>
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<tr>
<th>Patron Type</th>
<th>Borrowing Length</th>
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<tr>
<td>Faculty</td>
<td>Semester</td>
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<tr>
<td>Graduate Students</td>
<td>Semester</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Staff</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Courtesy/Temporary</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

Please be aware that overdue fines accumulate at $0.50 per book per day, and that if you do not resolve the situation directly, you will be billed for replacement of the material. A replacement fee of $55.00 is charged for all unreturned books, although $45.00 of which may be refunded if you return the book after the fee is levied. A $10.00 service fee is nonrefundable.

**Circulation Procedures**

Some items in the library are non-circulating, such as reference materials, damaged items, and unbound journals. Do not remove these items from the library.

Bound journals may only be signed out by DMC patrons for 1 week. **Please not be removed from the DMC campus.**

To check out an item see librarian.

To check out an item after hours:

1. Remove sign-out card from the back of the item.
2. Print clearly your name, campus address and phone number.

   *If the sign-out card is missing, please write the barcode from the back of the item and your name on one of the blue cards found in the black box on the book return desk.*
3. Place card in black box on top of the return desk.

To return an item,
   1. Place the item in the return box.

*Please do not return item (including journals) to the shelves.* Please place them in the return box or any of the carts designated for that purpose. Statistics are kept as to the kind and amount of materials used based upon the items to be reshelved. These statistics are used in projections of future needs of the library.

**URSUS: Library Catalog**

URSUS is the Online Library Catalog of the University of Maine System. To access it, go to [http://www.library.umaine.edu](http://www.library.umaine.edu). It includes all items held by the libraries in the University of Maine System, although searches may be limited to a particular campus if desired.

To limit to a campus:
   Select the campus desired in the drop-down menu as shown below.

Any item listed in URSUS as **AVAILABLE** can be requested by using the requestor function command. The item requested will be sent to the DMC Library. Please note this is limited to patrons with borrowing privileges.
To use the Request function:
Find the book in the catalogue, then select the “Request” button found at the top or bottom of the screen.

Follow the instructions on-screen to provide your name, barcode, and pick-up location [Select Darling Center for item to be sent to DMC]. If multiple copies of the book are in the catalogue, it will also ask you to select the copy you would like sent.

URSUS also connects to other online catalogues, including Bates College, Bowdoin College, Colby College, Portland Public Library, WorldCat, and the Maine Information Network Catalog.

Locations in URSUS:
- **AUG** University of Maine at Augusta
- **BPL** Bangor Public Library
- **BCL** University of Maine, Bangor Campus
- **Dar** University of Maine, Ira C. Darling Center
- **Far** University of Maine at Farmington
- **FK** University of Maine at Fort Kent
- **Gor** University of Southern Maine (Gorham)
- **Law** University of Maine School of Law
- **Leg** Maine State Law and Legislative Reference Library
- **Lew** Lewiston / Auburn College
- **Mac** University of Maine at Machias
- **MSL** Maine State Library
- **Oro** University of Maine (Orono)
- **PI** University of Maine at Presque Isle
- **Por** University of Southern Maine (Portland)
Status information in URSUS:

Available: Item is available in stacks for checkout.
Due (date): Item is checked out and due back on date indicated.
Claimed Ret'd: Item is not in the stacks. Last borrower claimed returned. Library staff search before declaring lost.
Missing: Item is not in the stacks or checked out. Library staff search before declaring lost.
On Search: Item is not in the stacks or checked out. Library staff search before declaring lost.
In Repair: Item is being mended.
At Bindery: Item is at the bindery.
Libr Use Only: Item may not be checked out.
Billed: Item is overdue, patron has been billed for replacement.
In Transit: Item is enroute to owning library.
Lost: Item declared lost; under consideration for replacement.
On Order: Item is on order.
Storage: Check with a librarian for further assistance.
Ask Librarian: Check with a librarian for further assistance.
Paid: Patron has paid the item replacement charges.
In Tech. Services: Item is in technical services. Ask a librarian for help.
On Display: Item is being used in library exhibit.
In House Only: Item may not be checked out.
On HoldShelf: Item is on hold for another patron at circulation desk.

Renewal Policies

Overdue Items borrowed from UMS libraries can be renewed by contacting the librarian (Randy) or by the patron themselves through “My Library Account” link, found at the top right of the URSUS web page.

A table like the sample below will be on screen, as well as buttons for sorting the items, renewing marked items, or renewing all items.
Do not leave your record on the screen when you have finished (it is recommended to close the browser window). Do not share your identification card or barcode number.

Items may be renewed twice. If you have any problems or need to renew an item more than twice, please see the librarian.

**Electronic Journals**

The University of Maine subscribes to electronic journals that are available in URSUS. You can now search for a title in URSUS and if UMaine has an electronic subscription to the journal, simply click on the link provided.
A link to a list of the electronic journals is provided from the Fogler home page. Searching the list (http://www.library.umaine.edu/ejournals/) will return titles only, not articles. To find articles, use Databases.

Access to some additional journals is given through third-party compendiums, and may be accessed through the Databases link in URSUS. Some have the full text of articles, while others just have a table of contents or abstracts.

**eBOOKS**

[http://www.library.umaine.edu/colldev/ebooks/ebooksfaq.htm](http://www.library.umaine.edu/colldev/ebooks/ebooksfaq.htm)

**Databases**

Patrons may access the various electronic indexes and databases available at the Darling Center through the Fogler Library Web Page (www.library.umaine.edu).
Indexes are listed alphabetically or by subject.

**Indexes and Databases**

These electronic databases are licensed by Fogler Library. Access is limited to students, faculty, and staff of the University of Maine. [Terms of Use](#) are found here.

Many of these databases provide access to journal article citations and abstracts, with some full text. Check with a librarian for further assistance or try [Remote Access Troubleshooting](#).

**Databases by subject:**

| Select a topic: |

Can’t find your topic in the menu above? Here are some good places to start:

**Databases A-Z list:**

- A
  - Academic Search Premier
  - Access UN
  - AccessScience (McGraw-Hill Encyclopedia of Science & Technology)
  - AGI Journal Archives
  - AGINET News & Information
  - Agencywide Documents Access and Management System

For more information about a database, click on ![](#).

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For recommendations on databases to use, visit the [Guides](#).

Guides in the Science & Engineering section that may be relevant:

- Biochemistry, Biomedicine, Microbiology, and molecular & Cellular Biology
- Environmental sciences
- Marine Sciences

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**Library Technology**

The library has:

- 5 computers for public use
- A wireless network
- 2 printers for public use >> one B&W and 1 color.
  - ONLY use provided paper (special paper can jam or melt to the rollers causing damage expensive to repair). Please use sparingly. Access from personal laptops is available. Please see librarian for access.
- 1 laptop available to be checked out
- 1 LCD projector available to be checked out
- 1 external ZIP drive available to be checked out.

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Please report any computer problems to the librarian (Randy).

**Inter-Library Loan Policies**

Items available in URSUS (the library catalog of the University of Maine libraries) or MaineCat (the statewide catalog of Maine libraries) can be requested from the catalogs. Items available from WorldCat (the worldwide catalog of libraries) may be borrowed by means of an interlibrary loan (ILL).

Journal articles not available at the DMC Library or online via a library subscription may be obtained by means of an ILL.

**ILLiad** is the electronic system you use to request an item through Interlibrary Loan. Create an account online, and you may begin requesting materials electronically.

Be sure to put in the notes field of your electronic request:

> Please send to the Darling Marine Center

For further information see the Fogler Library ILL department web page:

http://libguides.library.umaine.edu/Interlibraryloan

**Photocopier**

The photocopier in the library can used with a pre-set PIN (or DepartmentID).

The photocopier can also be used to scan articles to a computer file. Directions have been posted.

To use a PIN:

- See Lisa at administration to set up account (prepaid or department budget number).
- Enter PIN and use.

See librarian for help if necessary.