Trexler Library FAQs

1. What is the Trexler Library OPAC?

The term OPAC stands for Online Public Access Catalog. The Trexler Library OPAC allows patrons to search and retrieve the information in our library catalog. Items listed in our catalog include print and electronic books, videos, audiocassettes, CD's, journal titles, pamphlets, music scores, maps, and DVD's. Library users may search by title, author, keyword, subject or call number. Class reserves can be checked on the OPAC and individual may call up their personal library record to identify items checked out and due dates. On the Library Home Page click Online Catalog (OPAC), then click Learn to Use the Online Catalog for a short lesson on how to use the library electronic catalog.

2. What does LVAIC mean?

LVAIC stands for Lehigh Valley Association of Independent Colleges and is the acronym used to identify the group of academic institutions within the immediate geographic area. Members include DeSales University in Center Valley, Moravian College and Lehigh University in Bethlehem, Muhlenberg College and Cedar Crest College in Allentown, and Lafayette College in Easton. The six academic libraries extend book borrowing privileges to patrons of all member libraries. Your University ID is required for patron authentication to borrow books. Access to member libraries catalogs is provided onsite at each of the institutions.
3. **How do I renew items or check my library record?**

Items may be renewed either in person at the Circulation Desk, or by phone (ext. 1266). To check your library record, go to the Library Home Page, click on **Online Catalog** and then click **View Your Own Patron Record**. Patrons will need to enter the name and barcode as it appears on your library card so have your card handy! Loan periods vary: books go out for three weeks, videos and DVD's are loaned for one week. Laptops and reserve materials are loaned for two-hour periods and are restricted to in-library use only. Fines are levied on all overdue items. If you are unsure about your due date(s), please call ext. 1266 and we will be happy to check and tell you!

4. **What are the library's hours?**

Regular academic session library hours are:

- **Monday through Thursday -- 8:30 am to 12 midnight**
- **Friday -- 8:30 am to 9:00 pm**
- **Saturday -- 9:00 am to 5:00 pm**
- **Sunday -- 12 noon to 12 midnight**

Hours change during holidays, semester breaks, and summer breaks. For changes in library hours please consult the **Trexler Library Operating Hours** web page.

5. **How do I check my class reserves?**

On the library home page open the drop down window in the **Online Public Access Catalog** box and choose **Call #**. Type in your course name and number - e.g., The 262 for Dr. Kane's Theology 262 - Medicine and Morality class. Press **Enter** and a list of all items on reserve for this class will be displayed.

6. **How do I make a request for an item or article not available at Trexler Library?**

This can be done in either of two ways:

1) Requests for items may be made in person at the Circulation Desk. You will be asked to fill out a card and leave it with a library staff person for processing. You will be called when the item comes in. Allow 5-14 days for items to arrive. Loaned materials will be held for pick-up at the Circulation Desk.

2) You can fill out a request online: from the library home page lower right corner click on **Interlibrary Loan**. Choose the appropriate form from the two choices listed. Lansdale and Easton campus students are asked to use a form different from the one used by our on-campus students so that appropriate arrangement can be made to ship items to your
campus office for pick-up. Fill in the appropriate form as completely as possible. Again, it can take anywhere from a few days to up to two weeks for items to arrive.

7. How do I access online databases from home?

The Electronic Databases page organizes all the titles by subject. Only registered students, faculty and staff may access our subscription databases from off campus. All registered users are issued a library user card. The information on this card is important for accessing databases from anywhere outside the library. You will be asked to type in your name - use the name you used to register at the university (i.e., if you registered with your middle initial, you will need to use it here to gain access to the databases). On the next line you will need to enter the bar code on the back of your DeSales ID card. If you are a registered student who never received a card, please come to the library Circulation desk where a card will be issued once your registration has been verified. If you have followed the instructions and entered the requested information and continue to have trouble accessing the databases, please call the Circulation desk at ext. 1266, or our information systems librarian at ext. 1258.

8. Can I bring and use my own laptop in the library?

Yes, you may bring in and use your own laptop computer. Electrical outlets are conveniently located close to each study carrel in the library.

To connect to the campus wireless network you will need:

- A computer with Windows XP
- 802.11b wireless network card
- DeSales email address and password (Access students do not automatically get an email address - they must request one from the HELP (x4357) desk.)

Further directions for connecting are available at the Library Circulation Desk or call ext. 1266.