Boatwright Library Website
library.richmond.edu

Access to over 400 databases, library research guides, electronic journals, and request forms for interlibrary loan and other services.

Library Hours
Boatwright Library Service Hours
Monday–Thursday ...................... 7 a.m.–10 p.m.
Friday ....................................... 7 a.m.–5 p.m.
Saturday ..................................... 9 a.m.–5 p.m.
Sunday ....................................... 9 a.m.–10 p.m.

The 1st and 2nd floors of Boatwright are open 24/5 for students, faculty, and staff.

Parsons Music Library
Monday–Thursday ...................... 8 a.m.–11 p.m.
Friday ....................................... 8 a.m.–5 p.m.
Saturday ..................................... 2 p.m.–5 p.m.
Sunday ....................................... 2 p.m.–11 p.m.

Liaison Librarians
Sojourna Cunningham, 289-8977
scunning@richmond.edu
Education, Psychology, Sociology & Anthropology

Molly Fair, 289-8453
mfair@richmond.edu
Film and Cinematic Arts for all schools/departments

Linda Fairtile, 287– 6849
lfairt@richmond.edu
Music, Theatre, Dance, Italian

Samantha Guss, 289-8851
sguss@richmond.edu
Political Science, International Studies, Government Information, Geography and the Environment

Natisha Harper, 289-8666
nharper@richmond.edu
School of Professional and Continuing Studies

Melanie Hillner, 289-8262
mhillner@richmond.edu
Biology, Chemistry, Computer Science, Mathematics, Physics

Lynda Kachurek, 289-8458
lkachure@richmond.edu
History, Military Science, Rare Books and Special Collections

Jeannine Keefer, 289-8275
jkefer@richmond.edu
Art, Art History; Image resources for all schools/depts.

Carrie Ludovico, 287-6647
cludovic@richmond.edu
Accounting, Business Administration, International Business, Economics, Finance, Management, Marketing

Lucretia McCulley, 289-8670
lmcculle@richmond.edu
Women, Gender & Sexuality Studies, Leadership Studies

Marcia Whitehead, 289-8823
mwhitehe@richmond.edu
Classical Studies, English, Modern Literatures & Cultures, Latin American, Latino & Iberian Studies, Rhetoric and Communication Studies

Carol Wittig, 289-8459
cwittig@richmond.edu
Philosophy, Religious Studies, Journalism
Family Borrowing Privileges
Members of faculty families may borrow materials with their own UR ID cards. Spouses and dependent children (ages 12–23) may have an individual ID made in the OneCard Office in the Heilman Dining Center. Materials are loaned for a 28-day period.

Print, Media, and Electronic Reserves
Faculty are encouraged to submit course reserve requests at least three weeks before the beginning of each term so that students will have access once classes are in session. Library staff will retrieve and scan all library-owned items. Course reserve forms and procedures are available on the library’s website.

Film and Image Resources
Faculty have access to an extensive collection of image and film resources. The library has both circulating and streaming film options that include global films, documentaries, popular movies, and TV shows from digital platforms including Kanopy and Swank. Image resources are available through online collections, such as Artstor (including local collections) and Bridgeman Education. E-books and E-audiobooks are also available for download. Liaison librarians with expertise in Film and Visual Media are available to assist faculty with ways to incorporate film and image resources into their classes.

Welcome
Discover the rich collections of digital, print and archival information. Connect with your liaison librarian to learn about sources and services that can enhance your research and teaching. We value our partnerships with faculty.

Liaison Librarians
Liaison Librarians (see list on back of this brochure) are your link to the library. Your liaison can assist with any type of question/issue related to the library, including research, ordering library materials, submitting e-reserves, etc. Librarians are also willing to collaborate with faculty to design effective library research assignments. We can teach or team-teach a library instruction session for your students, design a course-specific research guide for your library assignments, or provide assistance to students who are working on individual or group projects.

Scholarly Communications
“Scholarly Communications” encompasses the entire cycle of scholarship – conducting research, managing data, choosing various publishing options, and understanding author’s rights and copyright. Librarians are willing to support your needs throughout the research process. Faculty are also encouraged to archive their published research in UR Scholarship, the university’s institutional repository.

Resource Sharing
Resource Sharing makes extensive use of the resources of Richmond Area Libraries Consortium (RALC) members, other Virginia libraries, and libraries throughout the world via the OCLC interlibrary loan system for faculty research needs. Boatwright Library provides subsidized interlibrary loan service to faculty and students, absorbing charges levied by the lending libraries. Interlibrary loan requests may be submitted electronically via the library website.

Document Delivery
Library staff will retrieve, check out to your account, and send books owned by the library to your departmental office. Staff will also scan journal articles and email them to you as a PDF.

Faculty Borrowing Policy
A faculty ID is required each time materials are borrowed. Most materials may be checked out for 120 days with unlimited renewals. Overdue notices will be sent to faculty via email after the 120-day loan period and then faculty may renew materials online through the library catalog or return them to the library. Please note that materials must be renewed in a timely manner or the computer system will revert items to “lost status” and they will appear unavailable to other users.

Faculty Proxy Service
Faculty proxy forms are available to allow student assistants the opportunity to check out materials for faculty using their own student ID. Faculty are fully responsible for issuing proxy authorization forms and for materials checked out through their students.