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## Public Services

The Public Services Department is one of two academic units in the University Libraries; the other is [Technical Services](#).

Public Services encompasses the following areas: [Circulation Services](#), [Distance Learning](#), [Instructional Services](#), [Interlibrary Loan](#), [Reference & Research Services](#), and [User Engagement](#). Each of these areas supports the research and educational needs of the University of Louisiana at Lafayette community by providing access to library materials and spaces as well as instruction for utilizing materials and resources to the fullest extent and engaging library users through the services provided by the faculty and staff of Edith Garland Dupré library.

- [Public Services 2017–2018 Annual Report](#)

### Circulation Services

Circulation Services provides friendly and courteous service to the University of Louisiana at Lafayette community and the general public in lending library materials. Additionally, staff members are responsible for answering directional questions, maintaining photocopiers, and group study rooms.

Materials may be checked out with a valid University ID card. Circulation period for books is three weeks. Renewal of materials that are not overdue is available online and at the Circulation desk. Holds may be placed only on materials that are currently checked out, not items available on the shelf, lost or missing. Fines for overdue library books are 25 cents per item per day. Fines must be paid with Cajun Cash.

For more information, contact Circulation Services at (337) 482-6025.

### Distance Learning

Distance learning students and instructors are entitled to library services and resources equivalent to those offered on campus.

Services for **Distance Students** include reference and research assistance, remote access to all of the library's online holdings, article and book delivery of materials not available in full text online, borrowing resources from other Louisiana Institutions via LOUIS Reciprocal Borrowing Card, and borrowing journal articles from other libraries through our Interlibrary Loan service.

Services for **Distance Instructors** include reference assistance and library instruction, embedding a librarian into your Moodle course, adding library resources to your Moodle course, and requesting a subject or course specific research guide.

See our [Research Guide for Distance Learners](#) and [Research Guide for Distance Instructors](#) for more information on the many ways the library supports the University of Louisiana at Lafayette's distance learning community.

### Instructional Services

The Instructional Services Department is dedicated to the design, delivery, testing, and continual improvement of library instruction to ensure students and faculty are aware of and can effectively use information resources to achieve their research goals. Effective bibliographic and information literacy instruction reflects the University's primary purposes of teaching, learning, scholarship, research, and public service.

public service.

A variety of instructional formats are available including general and specialized library instruction sessions, research appointments for students and faculty, embedded information resources for faculty, self-paced instruction modules, and English 305, a one-credit-hour course covering basic and advance library research techniques.

To schedule an instructional session or research appointment, use the [Instructional Request Form](#), or contact Jennifer Hamilton, Head of Instruction at (337) 482-1160 or [jen@louisiana.edu](mailto:jen@louisiana.edu).

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## Interlibrary Loan

The Interlibrary Loan Department supports the research and educational needs of the University of Louisiana at Lafayette community by providing access to materials not held in the library's collections. The Department conducts all transactions in accordance with the Louisiana Interlibrary Loan Code, the National Interlibrary Loan Code, ALA Interlibrary Loan Code, and U.S. Copyright regulations.

Please see our [ILL Borrowing Policy & Procedures](#) for more information.

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## Reference & Research Services


The Reference & Research Services Department is here to help you use the library's print and electronic resources to find the information you need. Librarians can advise you about research options in person at the Reference Desk, by telephone, and via email, text messaging, instant messaging, and Skype.

The following services are also provided: [Reference Online Center](#), [Instructional Services](#), [U.S. Government Information](#), individual research consultations and study carrel assignments.

For more information, contact [reference@louisiana.edu](mailto:reference@louisiana.edu) or (337) 482-6030.



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[duprelibrary@louisiana.edu](mailto:duprelibrary@louisiana.edu)

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