Valparaiso Campus Library
3100 Ivy Tech Drive
Valparaiso, IN 46383
Telephone: 219-464-8514, Ext 3020

Hours
Monday—Thursday 8:00 A.M. to 8:00 P.M.
Friday 8:00 A.M. to 5:00 P.M.
Saturday 9:00 AM. to 1:00 P.M.
Check Library website for Summer & Break hours

Computer Lab
The Valparaiso Library has one open computer lab. Students are required to sign in before using a computer and their ID should be visible at all times. Using the computer lab is a PRIVILEGE; please abide by the lab rules.

Group Study Rooms
Three small group study rooms are available within the library, each with a computer and space for 6-8 people. There is a time limit of two (2) hours usage when others are in need of using the study rooms. Sign in at the library Information Desk. Rooms are generally available on a first-come, first-served basis, but reservations can be made.

Printer/Photocopier
To print or make copies, press “alternate login” on the display screen and type in your MY IVY username & password. From there, you can release print jobs, email to scan, and make copies.

Food and Drink
Food is NOT allowed in the Library. Drinks with lids or bottled drinks with screw-top lids are allowed.

Valparaiso Campus Library
Special Collections

Nursing
Our Nursing Collections supports the information needs of the Nursing curriculum and complies with the standards for accreditation by providing access to a wide variety of journals and reference materials.

Paralegal
The Paralegal study room contains the current edition of Indiana Cases, West’s Annotated Indiana Code, and select topics of the Indiana Practice Series., in addition to the Indiana Forms of Pleading & Practice.

Surgical Technology
Our Surgical Technology Collection supports the information needs of the Surgical Technology curriculum and complies with the standards for accreditation by providing access to a variety of periodicals, books and reference materials.

Fiction
Looking for a good book to read? We offer hundreds of contemporary and classic titles for your enjoyment and enrichment.

Careers
We offer books on a wide variety of careers, resume writing, and job interviews, plus videos on job searching.

Board Games
Relax with friends over board games such as Monopoly, Scrabble, Dominos, Trivial Pursuit, Checkers, Chess. We have many new games! Ask at Information Desk.

January 2018 Edition
Meet ‘Discover!’

Once in the Northwest Library website, above where the FOUR quadrants appear, there will be a SEARCH box called Discover! that will receive the search term you enter. This scrolls through the library’s catalog of books and videos, PLUS the FULL-TEXT of –books, reference databases and most journal article databases.

What is Discover!

Discover is a ONE-STOP searching tool across the library’s many resources. Discover how easy!

What is included in Discover!

**IVYCAT:** Ivy Tech’s online catalog for access to books (both print and electronic), DVDs, and other materials available in our libraries.

**Databases:** Online periodicals and journals, newspapers, reference sources, and streaming videos from most databases that cover all academic disciplines, via one integrated search.

**Publication Finder:** Search just a journal title on any of its issues & its table of contents to browse an article.

**Take note:** To access the full text of articles, be sure to go through the library website. Always start your searches from the Library web page.

Online Information Sources

You can connect to a vast array of online materials via the Library website anywhere that you have a computer and Internet access. Just log into MY IVY, select the LIBRARY tab, and you’re on your way!

Ask a Librarian!

The Ask a Librarian page on our website provides access for asking questions via email, chat, telephone through a service called: LibAnswers. Email questions are generally answered within 24 to 48 hours.

Print Collections

Our print book and journals support the information needs of the general education, liberal arts, and technical programs specific to each campus. Materials can be found through IVY CAT, the library’s online catalog, and through many databases we subscribe to. All general collection books and most journals can be checked out. Other materials, like reference books and current issues of journals are to be used in library.

Media Collections & Equipment

Videos, DVDs and audio-visual equipment such as small TV-VCRs are kept in each library for students to view those instructional videos that support their course of study. These are generally restricted to classroom use or in-library use only.

Borrowing Materials

**Books** 2 weeks, limit of 5

**Journals and Magazines** 1 week (current issue may not be checked out)

**Videos/DVDs** in-library use primarily

Fines and Renewals

- If not renewed within two weeks, an overdue fine is charged. Other fees will apply if material is also lost.
- Books can be renewed twice if not in demand

Library Cards

**Student IDs:** Your Ivy Tech ID functions as your library card and can be used at any Ivy Tech library.

**ALI Borrowers Cards:** ALI (Academic Libraries of Indiana) is a reciprocal borrowing program among Indiana public and private academic libraries for current students, faculty, and staff. Forms for obtaining an ALI Borrower’s Card are available at your campus Information Service Desk.

Interlibrary Loan

Materials can be requested from any of the other area Ivy Tech libraries— Lake County (East Chicago, Gary, and Crown Point), as well as the Michigan City library and often arrive within 2-3 days. Books can also be requested from other academic and public libraries; allow at least two weeks for delivery. Complete the Interlibrary Loan form found on the library website or ask for assistance from a library staff member.