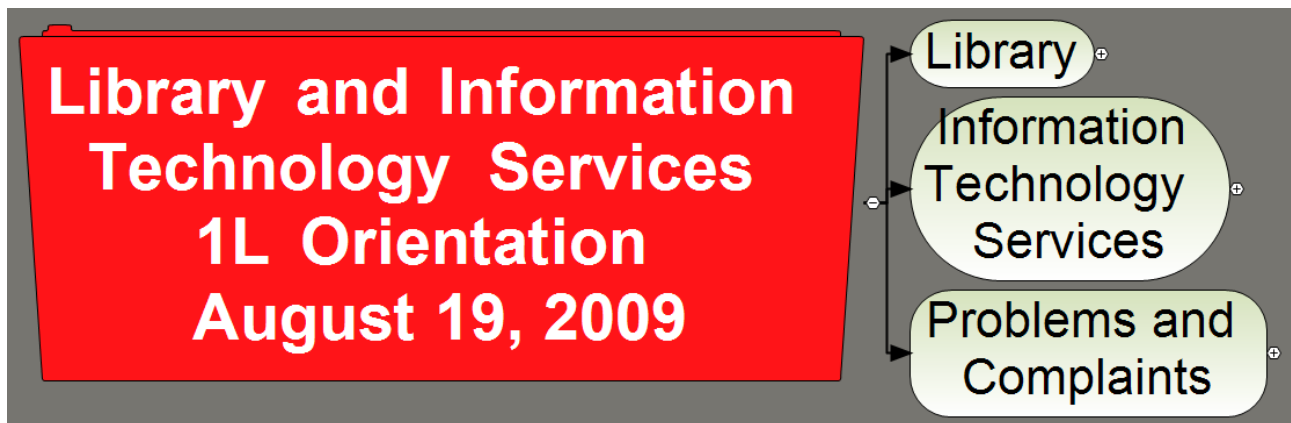


Library and Information Technology Services 1L Orientation August 19, 2009



1. LIBRARY

1.1 LAYOUT

1.1.1 2D FLOOR

[2ndFloor2.jpg](#)

- 1.1.1.1 Entrances**
- 1.1.1.2 Circulation Desk**
- 1.1.1.3 Reserve Study Aids**
- 1.1.1.4 Arsaga's**
- 1.1.1.5 Printers**
- 1.1.1.6 Computer Lab**
- 1.1.1.7 Public Computers**

1.1.1.8 Reference Desk

1.1.1.9 Study Rooms

1.1.1.10 Wired carrels

1.1.1.11 IT Offices

1.1.1.12 Librarian Offices

[Library Staff](#)

1.2 PROCEDURES

1.2.1 FOOD & DRINK

1.2.2 CELL PHONE & NOISE

[2ndFloor2.jpg](#)

1.2.3 ID NEEDED TO CHECK OUT BOOKS

1.2.4 HOURS

1.2.4.1 General

[Library Hours](#)

1.2.4.2 Exams

1.3 MATERIALS

1.3.1 CATALOG

[Library Home Page](#)

1.3.2 CIRCULATION

1.3.3 RESERVE STUDY AIDS

1.3.4 COURSE RESERVES

[Course Reserves](#)

1.3.5 CALI

www.cali.org

1.4 LIBRARIAN HELP

1.4.1 ASK

1.4.2 WE'RE HERE TO HELP

1.4.3 REFERENCE LIBRARIANS ALL HAVE LIBRARY DEGREES

1.4.4 MOST HAVE JD'S

1.4.5 REF DESK 6:30-5:00

1.4.6 GRAD ASSISTANTS 5:00-CLOSING & WEEKENDS

2. INFORMATION TECHNOLOGY SERVICES

2.1 NETWORK ACCESS

2.1.1 SET UP ACCOUNTS?

[Account set-up](#)

2.1.1.1 Password Expiration:120 Days

2.1.2 WIRELESS

2.1.2.1 Use of PC's in Classroom

2.1.3 WIRED

2.1.3.1 Computer Lab

2.1.3.1.1 Network Printing

[2ndFloor2.jpg](#)

2.1.3.2 Library

2.2 SOFTWARE

2.2.1 AVAILABLE THROUGH UITS

[UITS Software](#)

2.2.2 EXAMSOFT

2.3 LAPTOPS

2.3.1 OUR RECOMMENDATIONS

[Recommended laptops](#)

2.3.2 ROUTINE MAINTENANCE

- 2.3.2.1 OS updated**
- 2.3.2.2 Have current anti-virus**
- 2.3.2.3 Have current anti-spyware**
- 2.3.2.4 No P2P filesharing software 🚫**

2.3.3 FILE STORAGE

2.3.3.1 Mydocs from UITS

2.3.3.1.1 Instructions

[Mydocs instructions](#)

2.3.3.1.2 300 MB Limit

2.3.3.1.3 Access UA Mail from Law School Home Page

[Law School Home Page](#)

2.3.3.2 USB

2.3.3.3 Not on laptop alone 🚫

2.4 COURSE MANAGEMENT SOFTWARE

2.4.1 BLACKBOARD/WEBCT

[BlackBoard log-in](#)

2.4.2 LEXISNEXIS BLACKBOARD

[Lexis BlackBoard](#)

2.4.3 WESTLAW TWEN

[TWEN](#)

2.4.4 PROFESSOR'S OWN WEB PAGES

2.4.5 COURSE MATERIALS THROUGH LIBRARY WEBSITE

[Course Materials](#)

2.4.6 ECHO360

2.5 SUPPORT WE PROVIDE

2.5.1 SEE DAVID LEWIS

2.5.2 WILL

2.5.2.1 Clean viruses & other malware

2.5.2.2 Help install ExamSoft & other UITS supplied software

2.5.2.3 Check that laptop is ok to run ExamSoft

2.5.2.4 Diagnose other problems

2.5.2.5 Recommend when you should take your laptop for warranty work

2.5.3 WON'T

2.5.3.1 Work on hardware

2.5.3.2 Do more than we determine we should

2.5.4 HELPDESK RUNNING SOON

3. PROBLEMS AND COMPLAINTS

3.1 202C; ALWAYS OPEN

3.2 rjthomps@uark.edu

3.3 575-5831

3.4 COMMENTS FORM

[Comments Form](#)