



## **Library Information Commons Guest Services**

<http://www.davenport.edu>

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Davenport University is an independent, non-profit, multi-location university offering master's degrees, bachelor's degrees, associate's degrees, diplomas, and certification programs in business, technology, and health.

Guests are welcome to use the Library Information Commons (LInC), though some sites can only provide limited services to guest users. Please check with your LInC regarding services.

### **Print Resources**

The Library Information Commons have a combined collection of about 100,000 items.

- Books
- Reference Books
- Magazines & Newspapers
- Videos, DVDs and special collections are also available at selected Library Information Commons. Please check with the individual LInC on the availability of these materials.

### **Electronic Resources**

Accessible to anyone in the world with a graphical Web browser:

Web site that provides remote access to the Library Information Commons catalog, and information on the individual Davenport LInCs. Select "Library Information Commons" on the Quick Links at <http://www.davenport.edu>.

- Online catalog to the combined collections of the Library Information Commons that will help determine which Davenport University location has an item.
- On campus access to the Internet & Microsoft Office programs. Due to licensing limits, access to the Davenport University research databases cannot be offered to guests.
- Michigan residents can access the Michigan Electronic Library (MeL) databases with their driver's license at <http://www.mel.org/screens/databasesubjects.html>

### **Services**

- Basic reference assistance is available on site as well as via phone, fax, or e-mail (see contact information at the end of this brochure).
- Self service through the LInC catalog. Guests can access their account to view items they have checked out, renew items and review fines & fees.
- Copy machines are available in each LInC for copying library and research materials. Some campuses charge a nominal fee for this service.

## **Policies**

- Guests may checkout up to 2 items from the DU Library Information Commons they visit, but will not be able to request that items be sent to them from other DU LInCs.
- Loan period is 2 weeks. Circulation policies vary regarding videos and periodicals. Please check with the individual LInC regarding checkout of these materials.
- One renewal is allowed. Items may be renewed by phone or through the online catalog.
- There is no grace period for overdue items.
- Fines are \$.10 per day per item for books and other print materials. Please check with your local LInC for video fine rates.

## **Locations and Hours**

DU Library Information Commons are typically open throughout the day and evening as well as some weekend hours. Consult the posted hours outside a specific Library Information Commons, call them, or check the Web page for hours of availability.

## **Contacting DU Library Information Commons**

Davenport University Library Information Commons: Reference Services -  
Email: [linc\\_ref@davenport.edu](mailto:linc_ref@davenport.edu)  
Ph: 800-632-9569  
Fax: 616-554-5226

### Alma

Email: [al\\_linc@davenport.edu](mailto:al_linc@davenport.edu)  
Ph: 989-466-7532  
Fax: 989-463-4540

### Bay City

Email: [bc\\_linc@davenport.edu](mailto:bc_linc@davenport.edu)  
Ph: 989-686-1572  
Fax: 989-686-2380

### Caro

Email: [cr\\_linc@davenport.edu](mailto:cr_linc@davenport.edu)  
Ph: 989-673-5857  
Fax: 989-673-7543

### Dearborn

Email: [de\\_linc@davenport.edu](mailto:de_linc@davenport.edu)  
Ph: 313-581-4400  
Fax: 313-581-4762

### Flint

Email: [fl\\_linc@davenport.edu](mailto:fl_linc@davenport.edu)  
Ph: 810-732-9977  
Fax: 810-732-9128

### Grand Rapids - Lettinga

Email: [gr\\_linc@davenport.edu](mailto:gr_linc@davenport.edu)  
Ph: 616-554-5612  
Fax: 616-554-5226

### Grand Rapids – Fulton St.

Email: [grs\\_linc@davenport.edu](mailto:grs_linc@davenport.edu)  
Ph: 616-732-1190

### Holland

Email: [hl\\_linc@davenport.edu](mailto:hl_linc@davenport.edu)  
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### Kalamazoo

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Ph: 269-382-2835  
Fax: 269-382-2657

### Lansing

Email: [ls\\_linc@davenport.edu](mailto:ls_linc@davenport.edu)  
Ph: 517-484-2600  
Fax: 517-484-9719

### Merrillville

Email: [mv\\_linc@davenport.edu](mailto:mv_linc@davenport.edu)  
Ph: 219-650-5234  
Fax: 219-756-8911

### Midland

Email: [ml\\_linc@davenport.edu](mailto:ml_linc@davenport.edu)  
Ph: 989-835-5588  
Fax: 989-835-8363

### Saginaw

Email: [sg\\_linc@davenport.edu](mailto:sg_linc@davenport.edu)  
Ph: 989-799-7800  
Fax: 989-799-9696

### South Bend/ Mishawaka

Email: [sb\\_linc@davenport.edu](mailto:sb_linc@davenport.edu)  
Ph: 574-277-8447  
Fax: 574-272-2967

### Warren

Email: [wa\\_linc@davenport.edu](mailto:wa_linc@davenport.edu)  
Ph: 586-558-8700  
Fax: 586-558-4697