

Dayton Memorial Library (DML) is the main library facility of Regis University. It offers the Regis community and Denver area residents a significant collection of print, multimedia and online resources. Notable features of the library include 300 individual study stations, numerous group study rooms, individual faculty carrels, shelving capacity for up to 350,000 volumes, RegisNET and wireless access throughout the building, a multimedia production lab, and an electronic instruction classroom.

**COLLECTIONS:**

Dayton Memorial Library offers public access to its collections, including over 260,000 print volumes, numerous electronic resources, and some 2,500 current journals. Online access to the library's collections is available through our web page.

**Regis Library Catalog** -- The library's holdings of books, journal subscriptions, government publications and videos can be identified through Lumen, the library catalog.

**Databases** -- The library provides access to over 130 databases, including thousands of full-text journals. Access is available from any computer in Dayton Memorial Library or from any networked computer at a Regis campus location. Remote access to most library resources is available using your RegisNET username and password, though some resources will still require a password from the reference department. Start at the library's web page and select the **A-Z Database List** from the [Library Quick Links](#) menu, or use any of the [Research by Subject](#) guides.

**Reserves** -- Faculty may assign certain readings or videos to a class, and place them "on reserve" at the library's circulation desk. To ensure equal access by all students, most reserve items are loaned for two-hour periods only and may not be taken outside the library. Other items may be available on electronic reserves. Follow the [Course Reserves](#) link on the library's web page. Contact the reference desk if you have questions about accessing electronic reserves.

**Archives and Special Collections** -- University records and rare items are housed on the fourth floor. Research using these materials may be scheduled through the Archivist by calling 303-964-3612.

**SERVICES:**

**Reference & research assistance** -- Librarians can provide assistance in locating facts, refining research strategies, focusing topics, selecting appropriate databases or other resources, gaining remote access to electronic databases, or interpreting research results. In-depth assistance for larger research projects, called a research consultation, is available by appointment. You may contact the reference desk by calling 303-458-4031 or via e-mail at [library@regis.edu](mailto:library@regis.edu). You can also chat with a librarian 24/7 -- just click on the [Ask Us!](#) button on the library's web page.

**Distance Learning** -- Distance Learning students, faculty and staff are defined as:

- anyone enrolled, teaching a course, or working, at a Regis location other than the Lowell Campus;
- or, anyone completing coursework through guided independent study or via the Internet *and* living more than 10 miles from the Lowell Campus.

For details on the full range of services available, including delivery of library materials, start at the library's web page and click on [Services for Distance Learners](#), or contact the reference desk by calling 303-458-4031, or via e-mail at [library@regis.edu](mailto:library@regis.edu).

**Interlibrary Loan** -- Currently enrolled students, faculty and staff may use interlibrary loan to borrow books and journal articles not owned by the Regis library. Interlibrary loan can take from five days to three weeks, so please submit your requests as far in advance as possible. To submit your requests online, follow the [Request Books, Articles, etc.](#) link on the library's webpage, or select **Interlibrary Loan** from the [Library Quick Links](#) menu. For details, follow the links to Interlibrary Loan under [Departments](#). You may contact the interlibrary loan office by calling 303-458-4263, or via e-mail at [interlib@regis.edu](mailto:interlib@regis.edu).

**Prospector** -- Currently enrolled students, faculty and staff may request books and other items from Regis and other Colorado libraries through the Prospector System, normally requiring only 4-5 days for delivery. Just use the [Request Item](#) option on the Prospector screen when you find something you want to borrow. To start using Prospector, use the [Library Quick Links](#) menu on the library's webpage.

**Media Services** -- Media Services, located on DML's first floor, loans media items to Regis students, faculty and staff. DML's audio-visual collection includes DVDs, VHS videos, 16-mm film, filmstrips, CDs, vinyl LPs and audio cassettes. The William E. Becker, S.J., Slide Collection of over 80,000 slides is a rich resource for art history. Equipment for the playback of all A/V formats may be borrowed from Media Services. Advance reservation is strongly advised to ensure availability.

**Dayton Memorial Library hours (Fall & Spring):**

(call 303-458-4030 for summer hours)

Monday - Thursday: 7:30 a.m. - midnight  
Friday & Saturday: 8:00 a.m. - 6:00 p.m.  
Sunday: 12:30 p.m. - midnight

**Borrowing information:**

Please present a valid ID when checking out materials. Three renewals per title are allowed (in person or by phone), unless another patron has requested the item.

**Loan periods:** Regis Undergrads 4 weeks  
Regis Grad Students 8 weeks  
Regis Faculty 16 weeks  
Non-Regis Borrowers 4 weeks  
Prospector items 3 weeks  
(only one renewal for Prospector items)

<b>DML phone numbers:</b>	
Circulation:	(303) 458-4030
Interlibrary Loan:	(303) 458-4263
Reference:	(303) 458-4031
FAX:	(303) 964-5497
Administrative Offices:	(303) 458-3556
Distance Learning Services:	(303) 458-4261
Media Services:	(303) 458-4265
Archives & Special Collections:	(303) 964-3612
<i>If outside the 303 area code, call our toll-free number: <b>800-388-2366</b> (enter a four digit extension above when prompted)</i>	

**Fines:** Please note that overdue and lost item notices are sent once as a courtesy. **Failure to receive notices does not absolve responsibility for replacement or processing fees.**

- All regular library materials (books, videos, DVDs, software) are assessed a \$100.00 fee per item when lost, consisting of a \$75.00 replacement fee and a non-waivable \$25.00 processing fee.
- Lost Prospector books are assessed a \$100 fine. Other Interlibrary Loan items are assessed a \$15.00 service fee as well as a replacement fee that is set by the owning library.
- Overdue recalled items (those requested by another patron) are considered "lost" and are assessed a \$100.00 fee.
- Overdue media items are fined at the rate of \$1.00 per day.