

ACADEMIC FACILITIES

The Campus

Salve Regina University adjoins Rhode Island's renowned Cliff Walk and overlooks the Atlantic Ocean. Its 80-acre campus, which is within walking distance of Newport's center, combines majestic gardens and horticultural attractions with historic and modern architecture. Salve Regina is located 40 minutes from Warwick's T.F. Green Airport and two hours from Boston's Logan Airport. The University is accessible to Providence, Boston, New York, and Cape Cod by interstate highway.

Administrative and Academic Facilities

The Office of Graduate and Professional Studies, which includes the Vice Provost and supporting staff, is located in McAuley Hall; the Office of Academic Affairs is also located in McAuley Hall. The Office of the Registrar is located in Ochre Court. Classrooms, laboratory facilities, and faculty offices are located across nine buildings: O'Hare Academic Center, Angelus, Marian, McAuley Hall, McKillop Library, and Gerety Hall on Ochre Point Avenue; Antone Academic Center on Lawrence Avenue; the Young Building (which also houses the Pell Center for International Relations and Public Policy) on Ruggles Avenue; Miley Hall on Webster Street.

The Library

McKillop Library supports the teaching and research mission of Salve Regina through its information literacy instruction program and through the development of high-quality library collections. Library facilities provide the Salve Regina community with comfortable, technologically rich spaces to study, collaborate, and relax. The library is a lively learning space, fostering civic and scholarly discussion by hosting dozens of events and displays each year.

McKillop Library is open at least 103 hours a week and for extended hours during the last two weeks of the semester. The building's first floor includes the library's borrowing and information desk and spaces for individual and collaborative work, The Allen Family Learning Commons, which houses the Center for Advising, Career and Life Design, the Academic Center for Excellence including the peer subject tutors and writing center, and the Office of Disability Services and Access, as well as the McKillop Library Café with Starbucks drinks, snacks, and meals.

The library's second floor hosts the Janet L. Robinson Curriculum Resource Center for education research, the makerspace, two collaborative classroom spaces and a group study room, and open spaces for study. Students seeking quiet study space can visit the library's third floor, which is a silent study area and has carrels for independent work. Public computers are available throughout the library, providing access to licensed software and information resources. The Salve Regina community can make online reservations for 3 study rooms. Printers throughout the library's three floors provide black and white and color printing, scanning, and copying, including wireless printing through student laptops. The library also provides technology available for checkout such as a record turntable and sewing machines.

Our diverse collections include over 150,000 printed volumes, 9,000 DVDs and 90,000 streaming films, and 430,000 e-book titles. We provide 24-hour online access to over 100 online databases with links to 52,000 full-text journals through the library's website at <http://library.salve.edu>. Our interlibrary loan service and membership in our academic library consortium, HELIN, supplements our on-site collection with online

request forms which usually deliver books to the library within two days through our daily delivery service.

Librarians staff our information desk Sunday through Friday and provide evening hours to accommodate the needs of students with busy schedules. The Salve Regina community can ask questions via our chat/text reference service, phone, video conference, or in person, and can schedule personal tours or in-depth consultations with a subject specialist. Librarians provide research instruction to more than 150 classes each year, working with faculty to teach Salve Regina students the skills and concepts they need to find and think critically about information and prepare them to learn throughout their lives. The ability to contact librarians and access library resources is available through the library's homepage and Canvas courses, via the "Library Resources" tab.

The library also houses the University Archives and Special Collections, documenting the history and heritage of the institution through preservation of administrative and departmental records and materials related to the student experience at the university. The Special Collections include rare books, periodicals, pamphlets, ephemera, and manuscripts, including a focus on faculty publications, material related to Newport and our Gilded Age mansions, and the Religious Sisters of Mercy, our founding order. A growing collection of digital scholarship is dedicated to preserving and promoting the work of faculty and students in our digital repository.

University Computer Laboratories (UCL) User Support Services - Computer Classrooms

The User Support Services department of Information Technologies provides technology and support for computer classrooms from our office in the McKillop Library, Room 002.

Computer classrooms are located in the Antone Academic Center, McKillop Library and O'Hare Academic Center. The computer labs center provides access and support for both PC and Mac computers, printing, scanning, multimedia services, media services and classroom technology. Those who wish to utilize classroom technology should contact User Support Services for assistance with the equipment after scheduling the room's use through the Office of the Registrar.

In the Antone Academic Center, we provide support for two Mac labs and a Mac digital photo lab. In the McKillop Library, Room 004, we provide a lab for learning and testing in Microsoft certification, QuickBooks certification, IC3® (Internet and Computing Core Certification), and Miller Analogies Test (MAT), among others. In McKillop there are three PC classrooms and several available Macs.

For immediate assistance in any lab or technology classroom, call the Help Desk at (401) 341-7777 option 1.

The labs in McKillop are open seven days for 92 hours per week throughout the semester. Patrons are required to have a valid Salve Regina ID card, to follow a code of ethics for computing, and to log in with their University-issued network ID.

Professional staff and student lab monitors provide assistance during all User Support Services operating hours. Software assistance is available throughout the year in Microsoft Office and other applications. Current hardware and software configurations allow patrons to investigate and learn in many areas of technology and to prepare for the future job market.

Schedules indicating availability are posted outside of each lab. Computer labs are used for formal teaching, supporting curricula, workshops and individual learning assignments. Utmost attention is paid to making the labs and their resources available for student needs. Questions may be addressed to the staff in the McKillop Library, Room 002, or by calling (401) 341-2985.

Media Services

The Media Services area of Information Technologies provides students, faculty and staff with assistance as it relates to the equipment loans and services of hardware and related recording and editing projects. These services include but are not limited to:

- Hardware distribution (sound systems, projectors, laptops, screens, headsets, etc.)
- Filming
- Editing

Editing Policy: Media Services will assist any student, faculty, or staff member wishing to edit. Requestors are expected to follow the University policy on copyrighted materials.

Duplicating Policy: Media Services will not knowingly duplicate any copyrighted material unless written permission from the copyright holder, or authorized representative, is obtained and submitted to MS along with the material to be copied. This includes duplicating videos, audio recordings, etc.

Media Services loans out equipment to students, faculty and staff. A valid Salve Regina University identification card must be shown for loans. All equipment will be available for instructional purposes and University business.

Media Services sets up equipment within the University for student presentations, lectures, meetings, conferences, and workshops. Forty-eight hour notice is required before setups depending on available equipment. A week's notice is required for videotaping lectures or student presentations. Please make an appointment for editing.

Media Services can be reached at (401)341-2221. We are located in the Garden Level of the McKillop Library, room 002. Our office hours are Monday - Thursday 8:00 a.m. - 12:00 a.m., Friday 8:00 a.m. - 5:00 p.m., Saturday 10:00 a.m. - 5:00 p.m., and Sunday 12:00 p.m. - 12:00 a.m.

Information Technology Policy

Salve Regina University's Information Technology Policy is available online (https://salve.edu/sites/default/files/filesfield/documents/Information_Technology_Policy.pdf).