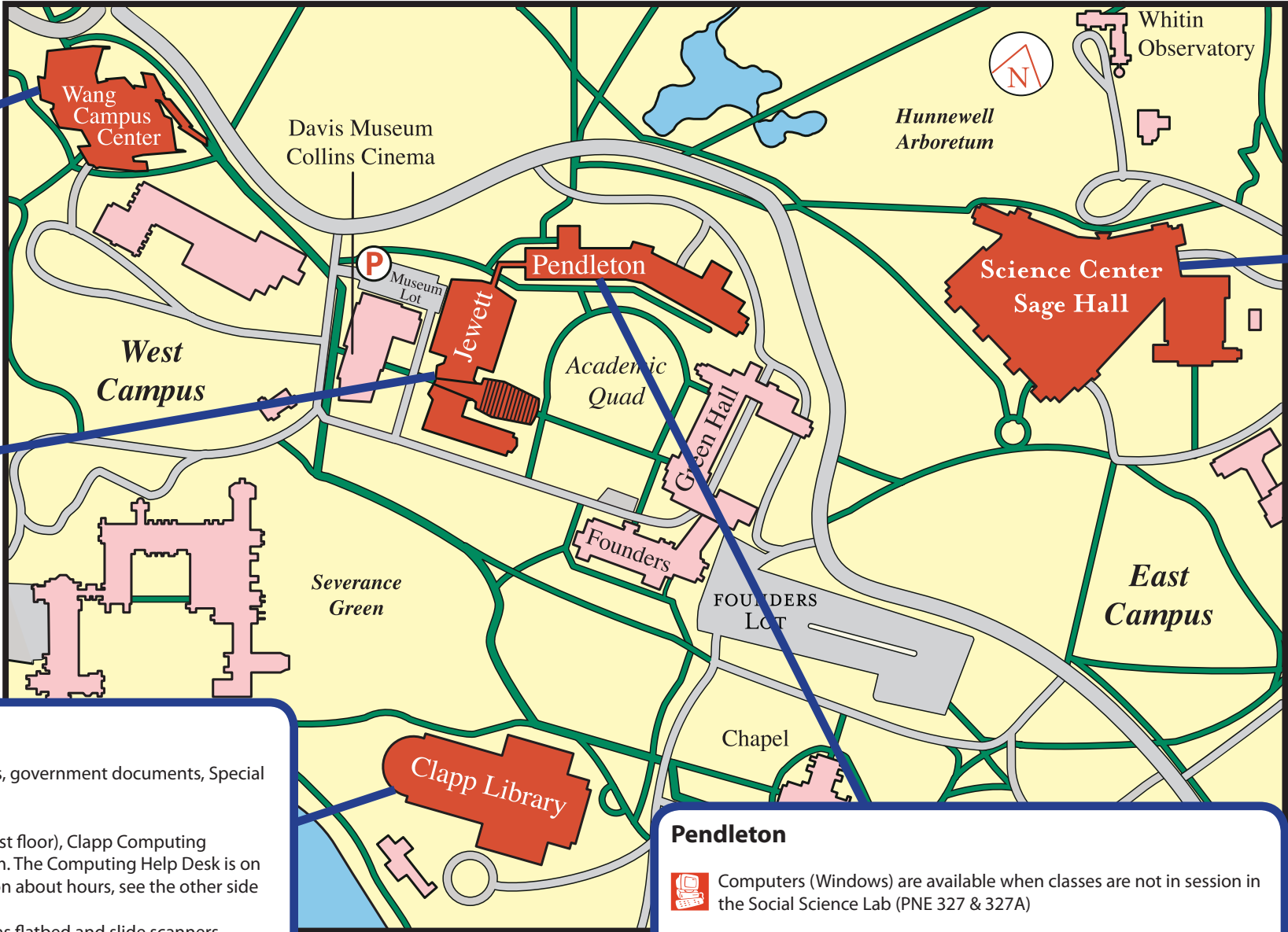# Libraries & Technology at Wellesley

Orientation 2011 Edition

This map shows library locations, computing labs, and popular study spaces.

Wang Campus Center

- Look for express terminals near the Emporium
- "Best couches on campus!" "The couches on the 4th floor, near the bookstore, are good for group work — you can be noisy!"

Jewett

- Art Library, Music Library (for hours, see other side)
- Windows & Mac computers in Art & Music Libraries
- Scanner in the Art Library

Clapp Library

- Library for social sciences, humanities, government documents, Special Collections, and Archives
- Knapp Media & Technology Center (1st floor), Clapp Computing Classroom (1st floor), Reference Room. The Computing Help Desk is on the second floor. For more information about hours, see the other side
- Knapp Media & Technology Center has flatbed and slide scanners
- "Study rooms on the first and third floors are popular group study spots" Find graphic novels and bestsellers in the Brackett Reading Room The first floor has tables and chairs for studying, and vending machines

Wireless access

Tell your device to look for "Wellesley" wireless in all academic buildings on campus

Science Center

- Science Library (for hours, see other side)
- 24/7 computer access in SCI E101 (Macs & 1 PC) and 257 (Macs)
- Scanner in the Science Library
- "Sage Lounge is good for group projects, and has lots of outlets, couches, and vending machines"
  "Round cubicles in the library are good buffers against distraction"

Pendleton

- Computers (Windows) are available when classes are not in session in the Social Science Lab (PNE 327 & 327A)
- Scanner in the Social Science Lab
- "The Atrium is good for group projects, and has couches" Find vending machines near PNE 125

Key

- Library
- Computing location
- Scanner
- Popular study space
- " " Tips in quotes: Advice from IS student staff

Map labels

- Wang Campus Center
- Davis Museum
- Collins Cinema
- Whitin Observatory
- Hunnewell Arboretum
- Science Center Sage Hall
- Museum Lot
- Pendleton
- Jewett
- West Campus
- Academic Quad
- Green Hall
- Founders
- East Campus
- Severance Green
- FOUNDERS LOT
- Chapel
- Clapp Library

Get computing, research, and project help

Computing Help Desk

At the Computing Help Desk, a Library & Technology Services Consultant (LTSC) can help you with virus issues, general operating system problems, and specific programs. Remember to bring necessary items that might help solve your problem, such as system software CDs, CD and disk drives, power packs, etc.

If you have a **minor software issue**, contact the Computing Help Desk via walk-in or drop-off in the Clapp Library, email at helpdesk@wellesley.edu, click the WebHelpDesk button in MyWellesley, or call x7777.

If you have a **computer hardware or major software issue**, you can bring your computer to the Computing Help Desk and CTS Services will pick it up and contact you about repairing it under warranty or for a fee. Contact the Help Desk for details.

Research help

You can make an appointment with a research librarian for in-depth help or stop by a reference desk during scheduled hours. You can also get help by calling or emailing a reference librarian.

Archives .... (781)-283-3745
Art Library .... (781)-283-2049
Clapp Service Desk .... (781)-283-2166
Clapp Reference Desk .... (781)-283-2097
Music Library .... (781)-283-2075
Science Reference Desk .... (781)-283-3085
Special Collections .... (781)-283-2129
Email: AskUs@wellesley.edu   **meebo (chat):** wcaskus

Technical & media projects

You can make an appointment with a research & instruction technologist for in-depth help or stop by a service desk for just-in-time assistance and equipment loans.

Knapp Media & Technology Center .... (781)-283-2369
Clapp Service Desk.. (781)-283-2166
Science Library .... (781)-283-3083
Email: AskUs@wellesley.edu

Wellesley's telephone directories

Online directory
Use the Wellesley College Directory to find people on campus. To try it out, search *college directory* on the Wellesley website. You can also use the photos in the directory to help connect names and faces of new friends.

IntelliSpeech® directory: Find faculty, staff, and departments
Dial x4000 from any campus phone, or from off-campus dial 781-283-4000. When you hear the IntelliSpeech® voice greeting, say only the first and last name of the person you are trying to reach or say the department name. IntelliSpeech® will recognize the name, and you will be connected to that person's extension or to the department.

Your accounts @ Wellesley

Your **username** was given to you through MyWellesley, along with your passwords, and is used with your domain account. It usually consists of the first letter of your first name, the next seven characters of your last name, and is not longer than 8 characters.

Your **domain account** allows you to access MyWellesley, log in to public computers, access file servers, authenticate a personal computer on the network, or access the online Campus Directory from off-campus. Your domain account is a combination of your Wellesley username and your domain account password.

For the latest information about how to **change your passwords**, search *passwords* on the Wellesley website.

The numbers on your OneCard

Your Wellesley Student ID Number
Your Wellesley Student ID Number is an eight character number preceded by a "B". Look for it on your OneCard. You'll need it to check your student account, register for classes, and check grades.

Your library account
Your library account is a combination of the 16-digit number on your OneCard and your first and last names as they appear on your OneCard. Use this information to access your Wellesley Library account on the web, to request materials from other libraries, and to access online databases from off-campus. Note: If you replace your OneCard, you will get a new 16-digit number.

Sakai: Coursework and more

Log on to Sakai to access your courses, join project sites for student organizations, and more. You can enter Sakai via MyWellesley, or at http://sakai.wellesley.edu, where you can log in with your domain account.

To access Sakai on a mobile device, try logging in at:
https://sakai.wellesley.edu/portal/pda

For Sakai help, contact the Computing Help Desk, or join the LTS - Sakai Support site in Sakai.

Long-distance calling with MobileSphere™

MobileSphere™ is an optional domestic and international long distance calling plan for Wellesley students. This is a prepaid service which can be used from a residence hall, a cell phone, or any off-campus phone throughout the continental United States. There are two ways to use this service: as a calling card or by registering your phone. Both options are available to you once you open an account.

The Cellular LD™ option with your MobileSphere™ account provides excellent rates for international calling from your cell phone.

For additional information, rates, and to open an account, search *mobilesphere* on the Wellesley website.

Connecting to the wireless network

The official Wellesley College wireless network is called *Wellesley* or *nostrings*, depending on your location. For step-by-step instructions on connecting a Mac or Windows PC to the wireless network, search *wireless* on the Wellesley website.

If you have a portable networked device (e.g. iPad, iPod Touch, iPhone, Nintendo DS) that you would like to connect to the campus network, please bring it to the Computing Help Desk. If you have a non-portable networked device (PS3, Wii, DVR, etc.) contact the Computing Help Desk to schedule an appointment with a Library & Technology Services Consultant to visit your room and verify the device.

Connecting to the campus network

To connect a computer: launch your browser, then carefully follow the instructions on the screen.

If you are having trouble installing applications, or experiencing problems with your network connection, you can contact the Computing Help Desk. During orientation, see the New Student Orientation Program for extra Help Desk hours.

For step-by-step instructions on connecting a Mac or Windows PC (Windows XP or Vista), search *getting connected* on the Wellesley website.

Google Apps for Education

Wellesley College uses Google Apps for **email, calendaring, document creation and sharing, and collaborating through groups and sites**.

Log into Google Apps via My Wellesley, or with your domain account at at http://mail.wellesley.edu.

To learn more about how to use Google Apps, including Gmail, Google Calendar, Google Docs, Google Groups, and Google Sites, search *google* on the Wellesley website. Questions? Email googlequestions@wellesley.edu.

Securing your notebook (theft protection)

If you have a notebook (or laptop) computer, you may want to use it around campus. Wellesley College has computer lockdown brackets in areas within Clapp Library where students typically work with their notebooks. These lockdown devices don't guarantee that your computer will be safe from a determined thief, but they certainly make theft much less likely.

To learn how to secure your computer, search *notebook lockdown* on the Wellesley website.

Computing labs

All labs offer black & white printing.

Labs open 24 hours/7 days a week
SCI E101/Science Center - Macintosh computers & 1 PC
SCI 257/Science Center - Macintosh computers

Labs open specific hours
Mon. -Thurs. 8:15am - midnight, Fri. 8:15am - 7pm, Sat. noon - 7pm, Sun. noon - midnight.

Knapp Center/Clapp Library - Mac & Windows
Clapp Reference/Clapp Library - Windows
Clapp Computing Classroom/Clapp Library - Mac/Windows dual boot
Art Library /Jewett Hall - Windows
Music Library/Jewett Hall - Mac & Windows
Science Library/Science Center - Mac & Windows
PNE Social Science Lab/Pendleton East - Windows

Labs with flatbed scanners: SCI E101, Knapp Center, Art Library, Science Library, PNE Social Science Lab

Labs with color printing: Knapp Center, Science Library

Large-format printer: Knapp Center, Science Library

Slide scanner: Knapp Center

Wellesley Connection

Your guide to library and technology resources

This guide is designed to introduce you to library and technology resources at Wellesley, and to help you locate popular study and computing spaces on campus.

Want more info or an extra map? Search *getting started* on the Wellesley College website.

Fall 2011 edition

Library & Technology Services

Wellesley College

Entering students: To learn how to get ready to register for classes, and to orient yourself to Wellesley's library and technology resources, check out the *Entering Students' Library & Technology To-Do List* (in your orientation packet).