

What You Should Know about UL@ND (A Quick Reference Sheet)

1) What is UL@ND?

UL@ND (pronounced "you land") stands for University Libraries @ Notre Dame. It is the Libraries' intranet. It is intended to provide useful information for employees in an easy to find, easy to use format. It is intended to help improve communication in the Libraries.

2) How do I get to UL@ND?

There are several ways:

- 1) On library computers, click the start button, then click the UL@ND icon
- 2) On the library website, in the "Inside ND Libraries" column, click "More."
UL@ND is the bottom choice.
- 3) Enter this URL in your browser: <http://libstaff.library.nd.edu>

3) The most commonly used pages in UL@ND are:

The **Library Directory** where you can...

- Look up someone's phone number
- Find their picture in the photo gallery on the Employee A-Z page
- Find who works in a department
- Find who serves on a committee

The **Forms** page where you can:

- Reserve a meeting room
- Fill out an absence report form
- Submit an expense report form

4) Other useful pages within UL@ND are:

- The Library **policies and procedures**
- Library **reports**
- **ULONs** (University Libraries Online News -- official emails) and **LIBANNs**
- **Committee minutes**

5) UL@ND has *quick links* to:

- **University resources** such as the University directory and campus maps
- **Web resources useful for employees** such as Books in Print, a dictionary, and local movie show times

6) UL@ND shows the local temperature and weather conditions. (See the home page.)

7) UL@ND has an **bulletin board** where you can post messages other library employees (and only library employees) can see them. For example, items for sale, announcements, requests for football tickets

8) How do I make suggestions or corrections to information?

You can send an e-mail to lib-intranet@listserv.nd.edu