Scott Memorial Library Resources

Academic Year 2007-2008

Library Hours • Library Collections • Services and Policies • Contact Information

Library Collections

The Scott Memorial Library has over 127,000 bound print journals, 4,000 paid electronic journal subscriptions, and 82,000 books available to Jefferson users. A variety of key resources, databases, research tools, and study aids are available on the Library's website, JEFFLINE: **http://jeffline.jefferson.edu**. All materials can be identified through ThomCat, the Library's online catalog, found on JEFFLINE.

Scott Memorial Library
1020 Walnut Street
Philadelphia, PA 19107
215.503.AISR

Books

- *Circulating Book Collection*: located on the 4th floor of the Scott Building, is available for use by Jeffersonians 24 hours a day. Books may be checked out for three weeks and renewed for two 3-week intervals.
- *Leisure Reading Collection*: located on the 1st floor, includes current and popular books and magazines.
- *Reserves Collection*: located behind the Circulation Desk on the 2nd floor, includes print books and documents requested for course reserve. These items are available for a limited checkout of 2 hours.
- *Reference and Clinical Reference Collections*: located near the Reference Desk on the 2nd Floor.
- *New Books Shelf*: near the Reference Desk, holds the Library's most recent book acquisitions.

Print Journals

Our print journal collection is located on the 2nd and 3rd floors of Scott Library. Journals are shelved alphabetically by journal title. Please consult ThomCat, the Library's online catalog, for our holdings.

- *Current Journals Collection*: located at the top of the stairs on the 2nd floor, contains the most recent unbound journal issues.
- *Bound Journal Stacks*
  - → Volumes from 1995 forward are housed on the south side of the 2nd floor.
  - → Volumes from 1994 and earlier are located in the 3rd floor stacks.

Bound journals may be checked out for one day.

Electronic Books and Journals

The Library subscribes to more than 4,000 full-text electronic journals and 300 electronic books which are accessible on JEFFLINE. Your Campus Key provides you with remote access to these titles.

University Archives and Special Collections

These non-circulating collections are located in Room 401.

- The University Archives acquires and preserves important TJU records and departmental publications, manuscripts and personal papers of TJU faculty and students, memorabilia, photographs, historical artifacts and other historical material.
- The Special Collections include approximately 3,700 books recording the history of health sciences; some are quite rare and date back to the 15th century. Books authored by Jeffersonians are included here. For more information, go to: **http://jeffline.jefferson.edu/SML/archives**

Library Staff

One of our most-prized resources is our staff. Visit the Reference Desk and Circulation Desk on the 2nd floor for research and Library assistance. Visit the Learning Resources Centers for educational support materials and software, or attend one of our Library instruction sessions to improve your research skills.

Information Services staff is also available to answer your questions by phone, email, or Instant Messaging. Get real-time answers using popular instant messaging services, or 24-hour response to email.

Phone: **215.503.8150**
Email: **AskaLibrarian@jefferson.edu**
Instant Messaging: *See hours and screen names for various services at*
http://jeffline.jefferson.edu/SML/reference/ask.html

Library Hours

Academic year 2007-2008
Special holiday hours will be posted in the Library

Monday-Friday	**8:00 a.m.**	**-**	**2:00 a.m.**
Saturday	**11:00 a.m.**	**-**	**2:00 a.m.**
Sunday	**10:00 a.m.**	**-**	**2:00 a.m.**

Scott Memorial Library is open to TJU/TJUH I.D. holders and affiliates 7 days a week, with 24-hour access to the 1st and 4th floors.

Computers with internet access and Microsoft Office applications are available on all four floors of the Library.

Take a virtual tour of Scott Memorial Library at:
http://jeffline.jefferson.edu/SML/about/sml-tour

Library Services and Policies

Information Services

The Information Services librarians can help you find information you need.

- 2nd Floor Reference desk
- Telephone reference: **215.503.8150**
- Online reference service at **AskaLibrarian@jefferson.edu**
- Fee-based database searching
- Free consultations, by appointment, to help you: use search software/ identify appropriate resources, improve search strategies, and use personal bibliographic management software, such as EndNote, Reference Manager or RefWorks

JEFFSelects

Scott librarians create and update webliographies of high-quality internet resources on topics of interest to the Jefferson community. Faculty may request additional modules. Topics of interest include:

- Copyright and Fair Use
- Alternative and Complementary Medicine
- Community and Public Health

Find a complete listing of topics at:
http://jeffline.jefferson.edu/SML/JEFFSelects

Grants Information Service

The Grants Information Service of the Scott Memorial Library provides support for TJU faculty, staff and students engaged in grant-seeking activities. Find more information about grants services at:
http://jeffline.jefferson.edu/Researchers/grants

Photocopying & Laser Printing

VendaCards are required for all Library photocopy machines and laser-printing services.

- *VendaCards*: $1.00; purchase at Circulation Desk, 2nd floor
- *Photocopiers*: 10 cents per page
- *B/W laser printing*: 10 cents per page
- *Color printing* available in Edison LRC (Rm 1300): 50 cents per page

Borrowing Privileges

Valid TJU/TJUH I.D. holders may register at the Circulation Desk on the 2nd floor to borrow circulating items.

SECURITY / I.D. POLICY: University policy requires all students, faculty, and staff to wear TJU/TJUH identification badges at all times while on University property.

Interlibrary Loan (ILL)

ILL provides books and journal articles not owned by Scott Memorial Library.

- $5.00 for regular delivery (2-5 days)
- $10.00 for rush requests (24 hours)
- Jefferson students are entitled to 10 requests per academic year without charge.
- add $5.00 for Rush

Documents are held at the 2nd Floor Circulation Desk, mailed to your home or office, delivered to your desktop or faxed at no additional charge.

JEFFDocs

The Library provides a photocopy service for articles in our journal collection. Fees and delivery methods are the same as for ILL.

Holds and Renewals Policies

- Holds may be placed at the Circulation Desk for items currently on loan to another patron.
- Journals may not be renewed.
- Books may be renewed up to two times if not on hold for another patron.

Renew books in person or on JEFFLINE:
http://jeffline.jefferson.edu/SML/services/renewal.html

Overdue Items

Overdue notices are sent as a courtesy to remind users to return borrowed items. Failure to receive a notice does not exempt the borrower from paying overdue fines. Overdue fines accrue at:

- 25 cents per day for books
- $1.00 per day for Reserves, bound journals and LRC items.

Learning Resources Centers

The LRC provides access to:

- anatomical models
- audiobooks and videotapes
- computer-based learning software
- instructional slides and videos
- popular music CDs
- small-group media rooms
- board review materials

The LRC staff manages the computer classrooms in 307 Scott, 311 Jefferson Alumni Hall and 1300 Edison. The lab in 311 JAH is a self-service, 24-hour computer lab.

Important Contact Info

- *How do I **search** for a topic?*
- *I have a **reference question**.*
- *How can I get into **e-journals** from home?*

REFERENCE DESK
215.503.8150
AskaLibrarian@jefferson.edu
jeffline.jefferson.edu/SML/reference
jeffline.jefferson.edu/SML/helpaids/faq

- *How do I **renew a book**?*
- *Where do I get a **copy card**?*

CIRCULATION DEPARTMENT
215.503.6995

- *How late is the **LRC** open?*
- *I can't **connect** to JEFFLINE.*

LEARNING RESOURCES CENTERS
215.503.8407
LRC@lists.jefferson.edu
jeffline.jefferson.edu/LR

- *How does **Interlibrary Loan** work?*

INTERLIBRARY LOAN
215.503.2831
jeffline.jefferson.edu/SML/services/ILL

- *May I suggest a book or journal for the Scott Library **collection**?*

COLLECTION MANAGEMENT
215.503.2829
jeffline.jefferson.edu/SML/services/purchase_rec.html

- *What is in the **University Archives**?*

UNIVERSITY ARCHIVES
215.503.8097
Michael.Angelo@jefferson.edu
jeffline.jefferson.edu/SML/archives

- *I want to **learn** about _____.*

EDUCATION SERVICES
215.503.2830
EdServices@lists.jefferson.edu
jeffline.jefferson.edu/Education/edservices

- *I need help entering my class into **Pulse**.*

EDUCATION SERVICES
215.503.2830
EdServices@lists.jefferson.edu
jeffline.jefferson.edu/Education/pulse.html

- *I need **slides, posters, video**.*
- *I need a **slide/overhead projector** for a classroom.*

MEDICAL MEDIA SERVICES
215.503.7841
MMS@jefferson.edu
jeffline.jefferson.edu/MMS

- *I need help with my **Email**:*

TECHNICAL ASSISTANCE CENTER (TAC)
215.503.7975
jeffline.jefferson.edu/SML/helpaids/faq