

# SCOTT MEMORIAL LIBRARY RESOURCES

For Jeffersonians

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

Scott Memorial Library has over 123,000 bound print journals, 6,000 electronic journals and 82,000 books available to Jefferson users. A variety of key resources, databases, research tools, and study aids are available on JEFFLINE, the Library's website: <http://jeffline.jefferson.edu>.



All materials can be identified through ThomCat, the Library's online catalog, found on JEFFLINE.

## LIBRARY COLLECTIONS

### 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 3-week intervals and renewed up to two times.
- 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 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 6,000 full-text electronic journals and 250 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: <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. Assistance is also available by phone, email, or Instant Messaging.

## LIBRARY HOURS

Academic year 2006-2007

Special holiday hours will be posted in the Library

Monday-Friday	8:00 a.m. - 2:00 a.m.
Saturday	11:00 a.m. - 7:00 p.m.
Sunday	10:00 a.m. - 2:00 a.m.

Scott Memorial Library is open to TJU I.D. holders and affiliates 7 days a week, with 24-hour access to the 1st and 4th floors. The Library is staffed Sunday through Thursday until midnight. 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/aisr/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](mailto: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. For more information about grants services, visit JEFFLINE 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)
- TJU 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 CAMPUS 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](mailto:AskALibrarian@jefferson.edu)  
[jeffline.jefferson.edu/SML/reference](http://jeffline.jefferson.edu/SML/reference)  
[jeffline.jefferson.edu/SML/helpaids/faq](http://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](mailto:LRC@lists.jefferson.edu)  
[jeffline.jefferson.edu/LR](http://jeffline.jefferson.edu/LR)
- How does Interlibrary Loan work?  
INTERLIBRARY LOAN  
215.503.6773  
[jeffline.jefferson.edu/SML/services/ILL](http://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](http://jeffline.jefferson.edu/SML/services/purchase_rec.html)
- What is in the University Archives?  
UNIVERSITY ARCHIVES  
215.503.8097  
[Michael.Angelo@jefferson.edu](mailto:Michael.Angelo@jefferson.edu)  
[jeffline.jefferson.edu/SML/archives](http://jeffline.jefferson.edu/SML/archives)
- I want to learn about \_\_\_\_\_.  
EDUCATION SERVICES  
215.503.2830  
[EdServices@lists.jefferson.edu](mailto:EdServices@lists.jefferson.edu)  
[jeffline.jefferson.edu/Education/edservices](http://jeffline.jefferson.edu/Education/edservices)
- I need slides, posters, video.
- I need a slide/overhead projector for a classroom.  
MEDICAL MEDIA SERVICES  
215.503.7841  
[MMS@jefferson.edu](mailto:MMS@jefferson.edu)  
[jeffline.jefferson.edu/MMS](http://jeffline.jefferson.edu/MMS)
- I need help entering my class into Pulse.  
EDUCATION SERVICES  
215.503.2830  
[EdServices@lists.jefferson.edu](mailto:EdServices@lists.jefferson.edu)  
[pulse.jefferson.edu](http://pulse.jefferson.edu)
- I need help with my Email:  
TECHNICAL ASSISTANCE CENTER (TAC)  
215.503.7975  
[jeffline.jefferson.edu/SML/helpaids/faq/](http://jeffline.jefferson.edu/SML/helpaids/faq/)

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