Earphones

Purchase earphones for $3.00 at the Service Desk.

Reserves

Materials in high demand and/or those needed for class assignments are kept on reserve at the Service Desk or online through Blackboard. Faculty must request course items be placed on Reserve prior to each semester the material is needed. Visit our website or the Service Desk for more information.
http://library.jefferson.edu/Services/Reserves/

Interlibrary Loan

Interlibrary Loan (ILL) requests for books or journal articles not owned by Scott Library may be initiated and/or picked up at the Service Desk. *ILL requests can be initiated electronically on JEFFLINE at:*
http://library.jefferson.edu/Services/Borrowing/ILL/

Jefferson students are entitled to 20 ILL requests at no charge per academic year. Fees for ILL requests are $5.00 for regular delivery (3-5 business days) or $10.00 for a Rush Request (24 hours). Payments can be made in cash or billed by Interdepartmental Charge code (IDC).

JEFFDocs

JEFFDocs is a photocopying service for articles found in our journal collection available to qualifed TJU students, staff and faculty for a fee of $5.00 per article. To order JEFFDocs you may submit your request on JEFFLINE at:
http://library.jefferson.edu/Services/Borrowing/ILL/

Searches

Database searches done by the Information Services Department can be picked up and paid for at the Service Desk or received via email.

Lost and Found

Lost and Found items are kept behind the Service Desk: ID items (drivers' licenses, credit cards, purses, etc.) for 48 hours; other valuables for one week; miscellaneous items for one month. Unclaimed items are taken to the Security Response Center, located in the Gibbon Building, 2nd Floor, 10th Street side.

Personal Property

Personal items may be placed on designated shelves on the west end of the 4th floor for up to one week. Personal property is left at the user's risk. Scott Memorial Library is not responsible for lost or stolen items.

Food and Beverage Policy

Beverages are permitted in any covered container. **No food is allowed in the Library. Food is only permitted in the Library Cafe on the 1st Floor.**

Group Study

Please note that group study is permitted on the 1st and 2nd floors. The 3rd and 4th floors are quiet to facilitate research. There are ten group study rooms, for up to six students, on the 2nd floor; four are available by reservations. Six rooms on the 3rd floor for individual or pair study are available on a first come, first served basis. Visit the web site for details:
http://library.jefferson.edu/Services/SmallGroupReservations/

Security

All patrons must wear TJU or other appropriate ID at all times while on University property. Security Officers will check for TJU, affiliate, or subscription identification cards 24 hours per day.

Access Services Department

Scott Memorial Library, 2nd Floor
215.503.6994

Service Desk hours:

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

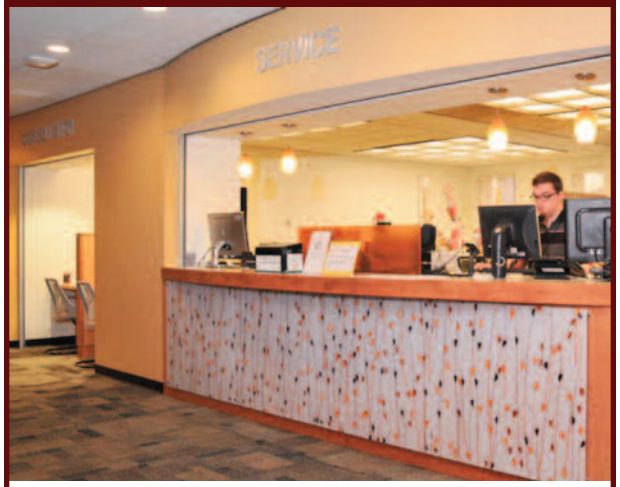
Holiday hours are posted in the library and online:
http://library.jefferson.edu/SML/Policies/hours.html

Scott Memorial Library
Center for Teaching and Learning
Thomas Jefferson University
1020 Walnut Street
Philadelphia, PA 19107

Access Svcs Guide rev. August 2014

Access Services
at Scott Memorial Library

Circulation, Reserves & Memberships



Your link to library access, book and journal collections, reserve items, and photocopy services

Scott Memorial Library
Center for Teaching and Learning

Access Services at Scott Memorial Library

The ***Access Services Department of the Scott Memorial Library*** is responsible for: circulation, library memberships, stacks management, customer service, and course print reserves.

Scott Memorial Library is open to Thomas Jefferson University ID cardholders and Thomas Jefferson University Affiliates, 24-hours a day, 7 days a week. Contact us with any questions about the services available to you as an affiliate member or as a member of the Jefferson Health System or to inquire about memberships (individual, spouse/ domestic partner, alumni, or corporate). *Visit JEFFLINE for details on membership privileges:* ***http://library.jefferson.edu/AISR/Access/***

For a fee of $7.00 per day, members of the **general public** may use the Library from 8:00 a.m. – 5:00 p.m., Monday through Friday, up to 4 times a month. The fee includes computer access.

Library Collections

The Library's print collections span four floors of the Scott Building. Use the electronic catalog/index to library materials to locate items or find browsing areas in your subject interest: ***http://library.jefferson.edu***

COLLECTION LOCATIONS

Circulating Book Collection (Oversized books on special shelves)	4th Floor
Special Collections and Archives	4th Floor
Journals	3rd Floor
Reserves (limited check-out)	2nd Floor
Audio-Visual Collections and Anatomical Models	2nd Floor
Popular Magazines	2nd Floor
Leisure Reading Collection	1st Floor

Borrowing Privileges

Borrowing privileges for TJU members and affiliates may be activated at the Circulation Desk upon presentation of a valid Jefferson ID card. Your Jefferson ID card is your library card. Please notify the Library if your card has been lost or stolen. Library users are responsible for all items borrowed on their cards, including lost or stolen items. Help us keep your library record current by notifying the Access Services staff of changes in your status, mailing address, email address, or barcode number.

LOAN PERIODS

Books (including ACLS, BLS & PALS)	21 days
Reserve Materials/Newspapers	2 hours
Bound Journals	1 day
Unbound Journals	Do not circulate
Anatomical Models	Do not circulate
Audio-Visual Tapes	Most don't circulate
Book Renewals	2 times
Magazines	3 days
Laptops	1 day
iPads	1 day

Borrowers may have up to 20 items charged out to their accounts.

Overdue Notices

Overdue Notices are sent as a courtesy to remind users to return borrowed items; they are sent weekly until the "Final Overdue Notice" is mailed. Overdue notification is done by email, Interoffice Mail, or by the U.S. Postal Service. Failure to receive an overdue notice does not exempt the borrower from paying overdue fines.

Overdue Fines and Penalties

Overdue fines accrue at $0.25 per day for books and $1.00 per day for Reserves; ACLS, BLS & PALS books; bound journals and LRC items. Borrowing and renewal privileges are automatically blocked when fines total $5.00. For items more than four weeks overdue, JEFFLINE access will be suspended until items are returned and fines are paid.

Book Returns

Return books to the Service Desk on the 2nd floor of the Scott Building. An additional drop box is located in the Gibbon Building in the 10th Street Lobby.

Holds

Holds are "reservations" placed on items that have been borrowed by other users. Holds on circulating books may be placed/picked up at the Service Desk. You will be notified when the book is available. Holds will remain on the Hold Shelf for one week before they are returned to the stacks. Books on Hold cannot be renewed and should be returned to the Library immediately upon request.

Renewals

Books may be renewed up to two times if not on Hold for the next borrower. Journals may not be renewed. Users who have overdue books or unpaid fines of at least $5.00 will not be allowed to borrow or renew books. *Books may be renewed in person, by phone, or via JEFFLINE at:* ***http://library.jefferson.edu/Services/Borrowing/renewal.html***

Lost Books and Journals

Please notify the Library immediately if you have lost a book or journal. Lost book charges are calculated by combining replacement costs for a new book and a processing fee of $25. The Access Services Manager or the Director of Collection Management determines replacement costs.

Copy/Printing Services

Self-service black & white laser printing is available on all four floors of the Scott Library. There are five Xerox Document Center Copiers: two on the 2nd floor, two on the 3rd floor, and one on the 4th floor All are available 24 hours a day.

The charge for printing and photocopying is $0.10/page. Students may use their Jefferson IDs to charge these services against a printing account established through the Jefferson Bookstore. More information is available on the web site: ***http://library.jefferson.edu/Technology/printing.html*** ***http://library.jefferson.edu/Technology/photocopy.html***