

Diskettes, CD-Rs, Earphones

Purchase unformatted diskettes for \$0.50, CD-Rs for \$1.50, and earphones for \$3.00 at the Circulation Window.

Reserves

Materials in high demand and/or those needed for class assignments are kept on reserve at the Circulation Window, in the Learning Resources Centers, 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 Circulation Window for more information.

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 Circulation Window. ILL request forms are white for journals and green for books. *ILL requests can be initiated electronically on JEFFLINE at: jeffline.jefferson.edu/Services/Borrowing/ILL/*

Jefferson students are entitled to 10 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 qualified TJU students, staff and faculty for a fee of \$5.00 per article. To order JEFFDocs you may submit your request on JEFFLINE at: jeffline.jefferson.edu/Services/Borrowing/ILL/

Searches

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

Lost and Found

Lost and Found items are kept behind the Circulation Desk: copy cards for 2 weeks; 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 an official Jefferson mug (TJU Bookstore, \$3.95) or in any sealable container, i.e., soda bottles, juice bottles, Nalgene® bottles, sealable coffee mugs, etc. Cardboard, aluminum cans or Styrofoam containers are not allowed. Beverages in non-approved containers must be thrown away, or patrons may be asked to leave the Library. **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, in the LRC and in the LRC viewing rooms. All other floors are quiet floors to facilitate research.

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

Circulation 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 on our web site: jeffline.jefferson.edu/SML/Policies/hours.html

REMEMBER: The 1st and 4th floors of the library are always open for use and the 2nd and 3rd floor are available until 2 a.m. daily to Jefferson badge holders, affiliates and library members.

Access Services Department
Scott Memorial Library
Thomas Jefferson University
1020 Walnut Street
Philadelphia, PA 19107

SML Guide rev. 03/09

Access Services at Scott Memorial Library

Circulation, Reserves & Memberships



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

aisr

Academic & Instructional Support & Resources
"Helping you turn information into knowledge"

Access Services at Scott Memorial Library

The *Access Services Department of the Scott Memorial Library* is the service department 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, 7 days a week, with 24-hour access to the first and fourth floors. 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: jeffline.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 *ThomCat*, the electronic catalog/index to library materials to locate items or find browsing areas in your subject interest: jeffline.jefferson.edu

COLLECTION LOCATIONS

<i>Circulating Book Collection</i> (Oversized books on special shelves)	4th Floor
<i>Journals - 1995 to present</i>	2nd Floor
<i>Journals - Previous years</i>	3rd Floor
<i>Leisure Reading Collection</i> (Popular Magazines and Books)	1st Floor
<i>Reference Collection</i> (general and clinical)	2nd Floor
<i>Reserves</i> (limited check-out)	2nd Floor
<i>Special Collections and Archives</i>	4th Floor
<i>Audio-Visual Collections</i> and <i>Anatomical Models</i>	3rd Floor (LRC)

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

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

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

Library drop boxes for book returns are located on the ground floor and by the Circulation Window 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 Circulation Window. 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: jeffline.jefferson.edu/Services/Borrowing/renew.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

Copy cards for use in the copiers and printers cost \$1.00 at the Circulation Window. There is an additional charge of \$0.10/page for TJU users and \$0.25/page for non-TJU users. Copies and copy cards may be charged to an Inter-Departmental Charge code (minimum purchase \$5.00). Free dot matrix printing is available on some workstations.

Scott Library has seven Xerox Document Center Copiers: four on the 2nd floor, two on the 3rd floor, and one on the 4th floor. The copiers in the 2nd floor Reference area and the 4th floor also function as printers. Printing costs \$0.10/page for TJU ID holders and is available on each floor of the Library. The 4th floor machine is available 24 hours a day.