WELCOME FACULTY & STAFF

to Thomas Jefferson University and Scott Memorial Library

This guide will introduce you to Scott Memorial Library's services, available to all current Jefferson faculty, students, and staff. The Library's collection and resources are available to users via connections in the Library, computer labs, some terminals in TJU Hospital, as well as off-campus.

ACTIVATE YOUR LIBRARY PRIVILEGES

Scott Memorial Library
215-503-6994

To borrow materials from the Scott Memorial Library, you need to activate your library account. Bring your Jefferson photo ID to the service Desk on the 2nd floor of the library, directly across from the elevators. There you will be made aware of the library's borrowing policies and be asked to complete a brief form.

YOUR CAMPUS KEY

Scott Memorial Library
215-503-6994
Askalibrarian@jefferson.edu

What is my Campus Key?
Your campus key is a six- or seven-digit combination of letters and numbers. For example, if your initials are '*TJU*' your campus key may be **TJU123** or **TJU4567**. This login will always be unique among Jefferson users.

How do I get my Campus Key?
All Jefferson students, faculty, and staff are automatically assigned a Campus Key. Find your campus key at: ***http://library.jefferson.edu/about/newusers.cfm***

What is my Campus Key Password?
Your initial password will be your first and last initial in lower case, the last 4 digits of your social security number, and your first and last initial of your name in upper case. (Example: **ms1234MS**)
It is recommended that you change your password every 90 days.

How do I change my Campus Key Password?
The first thing you should do is to change your Password from your SSN to a new password. Do NOT use words found in the dictionary or any variant of your name. Campus Key Passwords must between 8-12 characters long. Passwords must include **one upper case letter, one lower case letter and one number**. Passwords expire every 90 days. Change your password at: ***http://library.jefferson.edu/about/newusers.cfm***. If you can't log in with your SSN or with your JeffMail password, call the IS&T Operations Center at 215-955-7975. If you are in the Library, stop at the Service Desk on the 2nd floor for assistance.

BE SURE TO LOG OFF TO PREVENT UNAUTHORIZED ACTIVITY UNDER YOUR LOG IN.

YOUR EMAIL ACCOUNT

IS&T Operations Center
215-503-7975

- All TJU employees (except volunteer faculty) automatically receive a JeffMail email account (**firstname.lastname@jefferson.edu**) and a Campus Key.
- TJU request for additional computing services: ***http://www.jefferson.edu/jeffit/request/***
- Contact the IS&T Operations Center at: **215.503.7975**.

PHOTOCOPYING AND LASER PRINTING

Scott Memorial Library
215-503-6994

There are no coin-operated photocopiers in Scott Memorial Library. You will need to deposit funds in a printing account through the Jefferson Bookstore (at the Bookstore's Customer Service Counter) or at the Online Card Center: ***http://www.jefferson.edu/id-center***. You will then be able to swipe your **Jefferson ID** to pay for photocopying and laser printing services throughout the library. The fee for all users is 10 cents per black & white page and 25 cents for color laser printing available on the 2nd floor of Scott.

The Library does not offer free printing at this time.

GET A SPOUSE/DOMESTIC PARTNER COURTESY CARD

Scott Memorial Library
215-503-6994

Your spouse or partner is welcome to make use of the resources of Scott Memorial Library; to do so, s/he will need a courtesy card. To obtain a courtesy card, please accompany your spouse/partner to the Service Desk on the 2nd floor of the library and bring with you the following:

1. Your Jefferson Photo ID
2. Your spouse's or partner's identification
3. Proof of your cohabitation (e.g., joint deed, mortgage or lease agreement; joint checking account)

You will be asked to complete a form and then proceed to the Campus Security Office, where a courtesy Photo ID will be created for your spouse or partner. Complete information about spouse/partner privileges can be found at ***http://library.jefferson.edu//borrow/privileges.cfm***

LEARN MORE ABOUT LIBRARY SERVICES

Scott Memorial Library, Information Services Department
215.503.6994
http://library.jefferson.edu/help/
AskaLibrarian@jefferson.edu