

WELCOME, STUDENTS

to Thomas Jefferson University and Scott Memorial Library

The following will introduce you to Academic & Instructional Services & Resources (AISR), will help orient you to Scott Memorial Library, and will get you started using the resources of JEFFLINE, Jefferson's award-winning educational, research, and clinical knowledgebase.

Academic & Instructional Services & Resources (AISR) is comprised of four units: Scott Memorial Library, Medical Media Services, Education Services and Learning Resources. JEFFLINE is produced by AISR and is available to users via connections in the Library, microcomputer labs, some terminals in TJU Hospital, and the Internet.

ACTIVATE YOUR LIBRARY PRIVILEGES

*Scott Memorial Library, Access Services Department
215-503-6995*

To borrow materials from the Scott Memorial Library, you need to activate your library account. Bring your Jefferson photo ID to the Circulation 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, Information Services Department
215-503-8150
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 students, University and Hospital faculty and staff, and JEFFLINE subscribers are automatically assigned a Campus Key. Find your campus key at: <http://jeffline.jefferson.edu/newusers/>

What is my Campus Key Password?

Your initial Campus Key Password consists of your first name initial and your last name initial, followed by the last four digits of your social security number (e.g., **tu0000**). If you have used JeffMail (@jefferson.edu) or Banner Web, use the same password with your Campus Key.

How do I change my Campus Key Password?

The first thing you should do is to change your Password to a new password. Do NOT use words found in the dictionary or any variant of your name. Campus Key Passwords must be at least six characters long. Change your password at: <http://jeffline.jefferson.edu/newusers/>. If you can't log in with your SSN or with your JeffMail password, call the Technical Assistance Center (TAC) at 215-955-7975, or ask for help from the Library at the Reference Desk (2nd Floor, Scott; 215-503-8150 or email Askalibrarian@jefferson.edu).

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

INTERLIBRARY LOAN

Scott Memorial Library, Collection Management Department
215-503-6773

Interlibrary loan TJU STUDENTS may request 10 items per academic year FREE of charge. After the 10th request each item costs \$5. It takes 3-5 days for a standard ILL request. The fee for a rush request is \$10 per item. To learn more: <http://jeffline.jefferson.edu/Services/Borrowing/ILL>

YOUR EMAIL ACCOUNT

Technical Assistance Center (TAC)
215-503-7975

All Jefferson students automatically receive a JeffMail account (**firstname.lastname@jefferson.edu**) and a Campus Key. Students must use their Campus Keys to log into Jefferson mail. For technical assistance with email issues, *contact the Technical Assistance Center (TAC) at 215-503-7975.*

PURCHASE A VENDACARD FOR PHOTOCOPYING AND LASER PRINTING

Scott Memorial Library, Access Services Department
215-503-6995

There are no coin-operated photocopiers in Scott Memorial Library. In order to make photocopies, you will need to purchase a VENDACARD. These are sold at the Circulation Desk on the 2nd floor of Scott Memorial Library and operate on a pay-as-you-go basis. Once you have the card, you can add value or "credit" to the card as needed. This will be deducted from the card as you make photocopies. Faculty, students and staff of TJU/TJUH can purchase the cards for \$1.00 and make photocopies or laser prints at the discounted rate of \$0.10/copy (members of the public pay \$0.25/copy). For example, to make 100 photocopies, your total cost would be \$11.00 (\$1.00 for the card and \$10.00 for the 100 copies). You can add credit to the card once the original amount entered has been depleted rather than purchase a new card. Dot matrix printing is free.

GET A SPOUSE/DOMESTIC PARTNER COURTESY CARD

Scott Memorial Library, Access Services Department
215.503.6995

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 Circulation 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://jeffline.jefferson.edu/AISR/Access/spouse.html>

LEARN MORE ABOUT AISR SERVICES

Scott Memorial Library, Information Services Department
215.503.8150
<http://jeffline.jefferson.edu/Ask/reference/>
AskLibrarian@jefferson.edu