

Scott Memorial Library

Center for Teaching & Learning

library.jefferson.edu



Service Hours • Collections • Circulation • Reserves • Policies • Floor Maps

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).

For details on membership privileges: <http://library.jefferson.edu/borrow/privileges.cfm>

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.

SERVICE HOURS

Service Desk

Monday - Thursday	8 a.m.-midnight
Friday	8 a.m.-10 p.m.
Saturday	11 a.m.-7 p.m.
Sunday	10 a.m.-midnight

Consultation Desk

By appointment Monday - Friday: 9 a.m.-5 p.m.
CLOSED Saturday and Sunday

For additional hours including Computer Classrooms and Holiday Hours, please visit:

<http://library.jefferson.edu/about/hours.cfm>

LIBRARY COLLECTIONS

The Library's print collections span four floors of the Scott Building. Use the Library's web catalog/index to locate items or browse your areas of interest: <http://library.jefferson.edu>

COLLECTION LOCATIONS

<i>Circulating Book Collection</i>	4th Floor
<i>Special Collections and Archives</i>	4th Floor
<i>Bound Journals</i>	3rd Floor
<i>Reserves (limited check-out)</i>	2nd Floor
<i>Audio-Visual Collections and Anatomical Models</i>	2nd Floor
<i>Popular Magazines</i>	2nd Floor
<i>Leisure Reading Collection</i>	1st Floor

Collection Development

215.503.2829

Diana.Ryan@jefferson.edu

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
<i>Laptops</i>	1 day
<i>iPads</i>	1 day

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

BOOK RETURNS, HOLDS & RENEWALS

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 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.

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 online at:* <http://library.jefferson.edu/borrow/online.cfm>

INFORMATION SERVICES

Information Services staff offer Jefferson faculty, staff, and students free personalized expert assistance in finding information and in using library resources. IS staff also provide help in identifying grant funding opportunities and in using bibliographic management software like RefWorks.

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

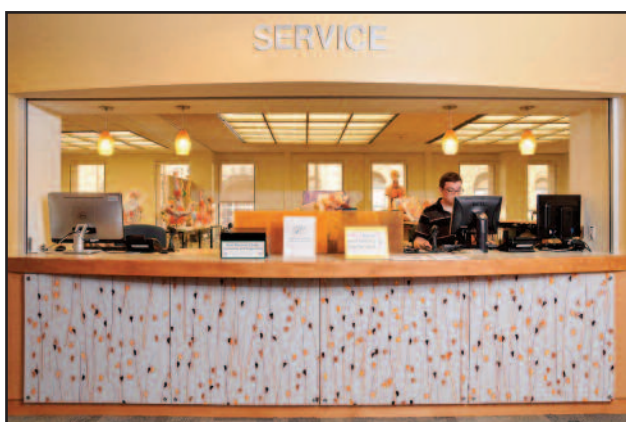
Service Desk/Consultation

Librarians are available to answer your questions by instant messaging, email, and phone:

215.503.6994

<http://library.jefferson.edu/help>

AskALibrarian@jefferson.edu



INTERLIBRARY LOAN

Each academic year (August - July), Jefferson **students, faculty, staff, residents, fellows and postdocs** are entitled to **20 free Interlibrary Loan (ILL) requests** for books or journal articles not owned by Scott Library. Fees for additional ILL requests are \$5.00.

Interlibrary Loan (ILL) requests may be initiated and/or picked up at the Service Desk. *ILL requests can be initiated online at:*

<http://library.jefferson.edu/ql/illiad.cfm>

InterLibrary Loan

215.503.5203

ILL@jefferson.edu

DOCUMENT DELIVERY

Document Delivery, a photocopying service for articles found in our journal collection, is available to qualified TJU students, staff and faculty **free of charge**. *To order articles, submit an online request:*

<http://library.jefferson.edu/ql/illiad.cfm>

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.

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 online at:* http://library.jefferson.edu/tech/printing_copying.cfm

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.

OVERDUE NOTICES, FINES & PENALTIES

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 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, Library access will be suspended until items are returned and fines are paid.

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.

BEVERAGE POLICY

Beverages are permitted in any covered container.

GROUP STUDY

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.

Available 24 hours/day

Monday-Thursday	8:00 a.m. - 12:00 a.m.*
Friday	8:00 a.m. - 10:00 p.m.*
Saturday	11:00 a.m. - 7:00 p.m.*
Sunday	10:00 a.m. - 12:00 a.m.*

** Four rooms are available to be reserved in two-hour blocks.*

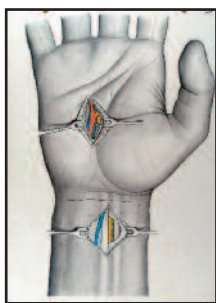
Visit the web site for details:

http://library.jefferson.edu/tech/reserve_collaboration.cfm



UNIVERSITY ARCHIVES

These non-circulating collections are located in Room 401. The University Archives acquires and preserves important TJU records and departmental publications, faculty and student personal papers, memorabilia, photographs, and historical artifacts. The Special Collections include over 10,000 rare books documenting the history of health sciences from the 15th century to the present.



University Archives

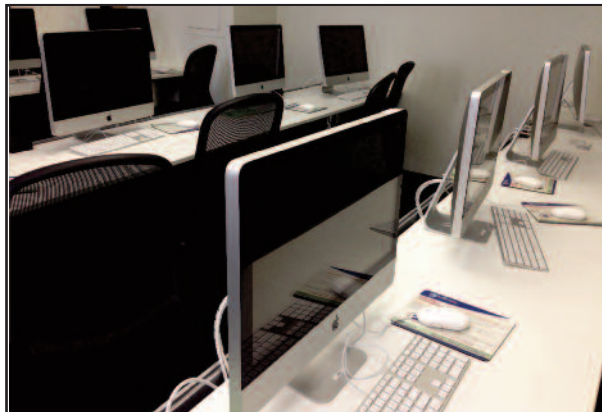
Weekdays, by appointment only
215.503.8097

Michael.Angelo@jefferson.edu

<http://library.jefferson.edu/archives>

LEARNING RESOURCES

Scott Memorial Library provides the Jefferson community with computers and specialized equipment, educational & productivity software, clinical education models, and consultation services.



Services include:

- Audiovisual materials (2nd floor)
- Medical models (2nd floor)
- Computer classrooms (306, 307)
- SMART podium
- Specialized software
- Scanning (2nd and 3rd floor public areas)
- Windows and Macintosh computers
- Staff support (2nd floor)

Room 306 is an iMac classroom available for hands-on instruction or individual study for up to 50 students.

Room 307 is a Dell computer classroom available for hands-on instruction or individual study for up to 30 students.

Faculty, students and staff may request classrooms for use in classes, workshops or conferences. Individuals may use the classroom computers any time there are no classes scheduled.

JAH, Suite M-13 (Computer Classrooms)

Monday-Thursday	8:00 a.m.	-	9:00 p.m.
Friday	9:00 a.m.	-	5:00 p.m.
Saturday/Sunday	CLOSED		

JAH Lab 311 (Computer Classroom)

Open 24 hours by card swipe.

Learning Resources

215.503.7563

LRC@lists.jefferson.edu

ID POLICY:

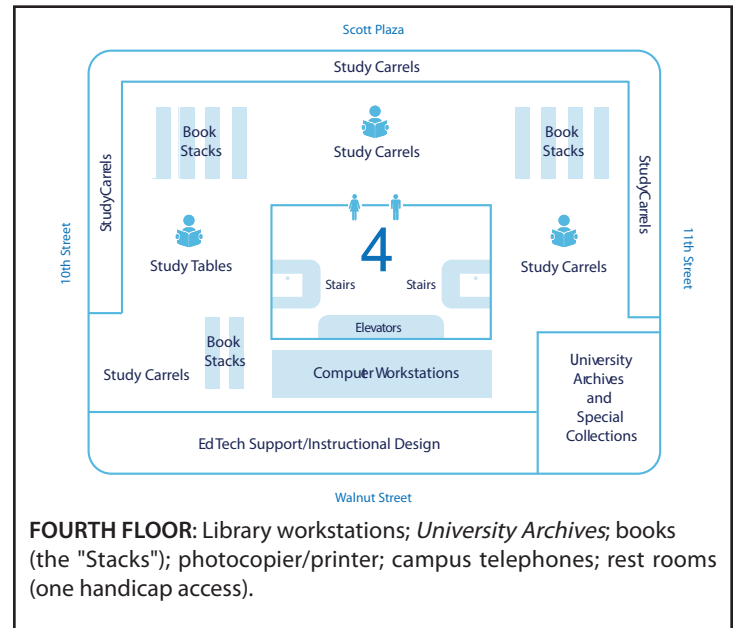
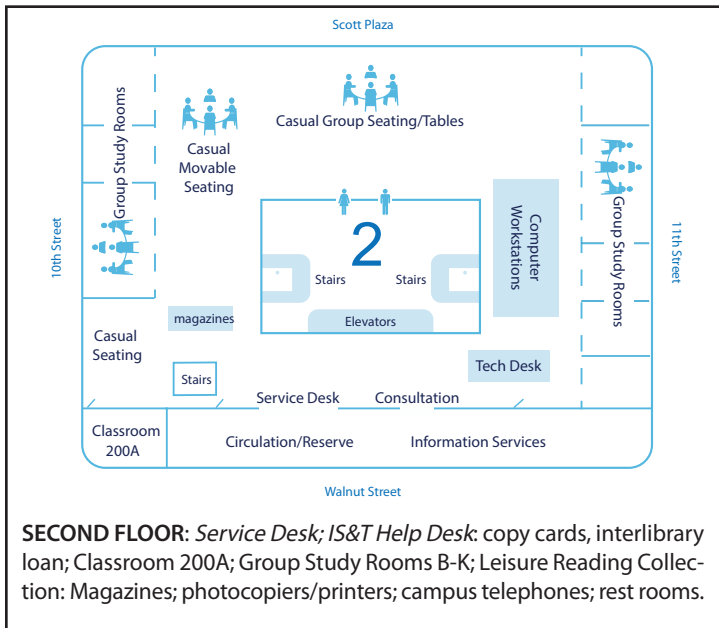
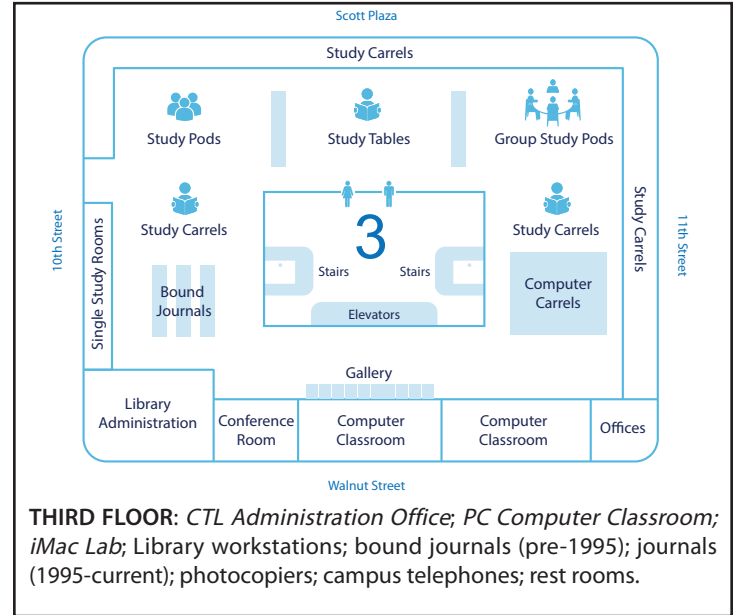
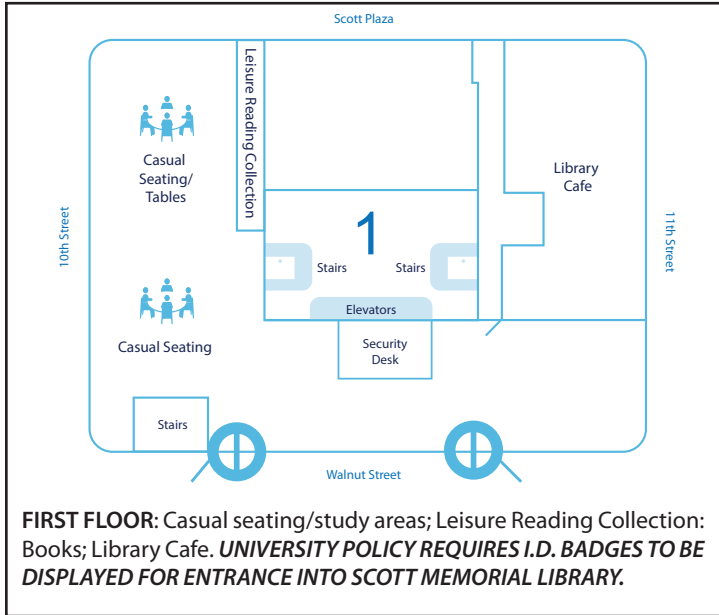
ALL PATRONS are required to wear TJU or other appropriate ID at all times while on University property. Security Officers will check for TJU, affiliate, or subscription identification cards 24 hours per day.

SCOTT MEMORIAL LIBRARY FLOOR MAPS

Floors 1-4 of Scott Memorial Library and the computer lab in JAH 311 are open 24 hours a day, 7 days a week. A valid TJU/JHS I.D. badge is required for access.

FLOORS 3 & 4 ARE DESIGNATED QUIET FLOORS.

Computers with internet access and MS Office applications are available on all floors of the Library.



Scott Memorial Library
 Thomas Jefferson University
 1020 Walnut Street
 Philadelphia, PA 19107
 215.503.6994
<http://library.jefferson.edu>