



# Scott Memorial Library Resources

Academic Year 2008-2009

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## Library Collections

A wide variety of key resources, including databases, research tools, study aids, and pointers to the Library's collections are available on the Library's website, JEFFLINE: <http://jeffline.jefferson.edu>

## Electronic Books and Journals

More than 5,000 full-text electronic journals and 300 electronic books are accessible to Jefferson users on JEFFLINE. Your Campus Key provides you with remote access to these titles. Use the Journals database to find journals: <http://jeffline.jefferson.edu/collections/journals>

## Books

The Library's collection of more than 82,000 books is located on the 4<sup>th</sup> floor in the Scott Building. The books are accessible for use by Jeffersonians 24 hours a day. Find books in the library's catalog on JEFFLINE: <http://jeffline.jefferson.edu>

Books may be checked out for three weeks and renewed for two 3-week intervals. Additional book resources include:

- *Circulating Book Collection*, located on the 4<sup>th</sup> floor of the Scott Building, is available for use by Jeffersonians 24 hours a day. Books may be checked out for three weeks and renewed for two 3-week intervals.
- *Leisure Reading Collection*, located on the 1st floor, includes current and popular books and magazines.
- *Reserves Collection*, located behind the Circulation Desk on the 2<sup>nd</sup> floor, includes print books and documents requested for course reserve. These items are available for a limited checkout of 2 hours.
- *Reference and Clinical Reference Collections* is located near the Reference Desk on the 2<sup>nd</sup> Floor.
- *New Books Shelf*, near the Reference Desk, holds the Library's most recent book acquisitions.



1020 Walnut Street • Philadelphia, PA 19107 • 215.503.AISR

Take a virtual tour of Scott Memorial Library at:

<http://jeffline.jefferson.edu/SML/about/sml-tour>

## Print Journals

The Library maintains an extensive collection of research literature in bound journal volumes. The most recent print journals can be found on the 2<sup>nd</sup> floor; earlier journal volumes prior to 1995 are shelved on the 3<sup>rd</sup> floor. Journals are organized alphabetically by title. Bound journals may be checked out for one day. Use the Journals database to find journals:

<http://jeffline.jefferson.edu/collections/journals>

## University Archives and Special Collections

These non-circulating collections are located in Room 401.

- The University Archives acquires and preserves important TJU records and departmental publications, manuscripts and personal papers of TJU faculty and students, memorabilia, photographs, historical artifacts, and other historical material.
- The Special Collections include approximately 3,700 books recording the history of health sciences; some are quite rare and date back to the 15<sup>th</sup> century. Books authored by Jeffersonians are included here. For more information: <http://jeffline.jefferson.edu/SML/archives>

## Jefferson Digital Commons

The Jefferson Digital Commons is a showcase for Jefferson books and journals, peer-reviewed scholarly publications, unique historical collections from the University Archives, and teaching tools: <http://jdc.jefferson.edu>

AISR staff and the Jefferson Digital Commons support faculty publishing and teaching with:

- Copyright and fair use advice
- Self-archiving of journal articles
- Hosting original publications
- Personal researcher pages
- NIH deposit support

## Library Hours

Academic year 2008-2009

*Special holiday hours will be posted in the Library*

Scott Memorial Library is open to TJU/TJUH I.D. holders and affiliates 7 days a week, with 24-hour access to the 1st and 4th floors.

<b>Monday-Friday</b>	<b>8:00 a.m.</b>	<b>-</b>	<b>2:00 a.m.</b>
<b>Saturday</b>	<b>11:00 a.m.</b>	<b>-</b>	<b>2:00 a.m.</b>
<b>Sunday</b>	<b>10:00 a.m.</b>	<b>-</b>	<b>2:00 a.m.</b>

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

# Library Services and Policies

## Library Staff

One of our most-prized resources is our staff. Visit the Reference Desk and the Circulation Desk on the 2<sup>nd</sup> floor for research and library assistance. Visit the Learning Resources Center on the 3<sup>rd</sup> floor for educational support materials and software, or attend one of our Library workshops to improve your research skills.



## Information Services

The Reference staff offer Jefferson faculty, staff, and students free personalized expert assistance in finding information and in using library resources:

- Friendly, timely reference answers
- Individual orientations and training
- Consulting for in-depth research needs
- Identifying grant funding opportunities
- Help using RefWorks bibliographic software
- Connecting to JEFFLINE resources

Our expert searchers also perform database searches for a modest fee. In addition to getting help at the 2<sup>nd</sup> floor Reference Desk, reference staff is also available to answer your questions by phone, email and instant messaging.

**215.503.8150**

[AskLibrarian@jefferson.edu](mailto:AskLibrarian@jefferson.edu)

*Hours and screen names for various instant messaging services:*

<http://jeffline.jefferson.edu/SML/reference/ask.html>

## Grants Information Service

The Grants Information Service of the Scott Memorial Library provides support for TJU faculty, staff and students engaged in grant-seeking activities:

<http://jeffline.jefferson.edu/Researchers/grants>

## JEFFSelects

Scott librarians create webliographies of high-quality internet resources on topics of interest to the Jefferson community. New topics include:

- Patient Safety
- Pharmaceutical Drugs

Find a complete listing of topics at:

<http://jeffline.jefferson.edu/SML/JEFFSelects>

## Photocopying & Laser Printing

VendaCards are required for all Library photocopy machines and laser-printing services.

- *VendaCards*: \$1.00; purchase at Circulation Desk, 2<sup>nd</sup> floor
- *Photocopiers*: 10 cents per page
- *B/W laser printing*: 10 cents per page
- *Color printing*: available in LRCs for 50 cents per page

## Learning Resources Centers

The LRC provides access to:

- Anatomical models
- Audiobooks and videotapes
- Computer-based learning software
- Videos
- Popular music CDs
- Small-group media rooms
- Board review materials

The LRC staff manages the computer classrooms in 307 Scott, 311 Jefferson Alumni Hall, and 1300 Edison. The lab in 311 JAH is a self-service, 24-hour computer lab.

## Borrowing Privileges

Valid TJU/TJUH I.D. holders may register at the Circulation Desk on the 2<sup>nd</sup> floor to borrow circulating items.

## Interlibrary Loan (ILL)

ILL provides books and journal articles not owned by Scott Memorial Library.

- \$5.00 for regular delivery (2-5 days)
- \$10.00 for rush requests (24 hours)
- Jefferson students are entitled to 10 requests per academic year without charge.
- Add \$5.00 for Rush

Documents are held at the 2<sup>nd</sup> floor Circulation Desk, mailed to your home or office, electronically sent to your desktop, or faxed at no additional charge.

## JEFFDocs Photocopy Service

The Library provides photocopy services or desktop delivery for articles in our journal collection. Fees and delivery methods are the same as for ILL.

## Holds and Renewals Policies

- Holds may be placed at the Circulation Desk for items currently on loan to another patron.
- Journals may not be renewed.
- Books may be renewed up to two times if not on hold for another patron.

Renew books in person or on JEFFLINE:

<http://jeffline.jefferson.edu/SML/services/renewal.html>

## Overdue Items

Overdue notices are sent as a courtesy to remind users to return borrowed items. Failure to receive a notice does not exempt the borrower from paying overdue fines. Overdue fines accrue at:

- 25 cents per day for books
- \$1.00 per day for Reserves, bound journals, and LRC items

## Important Contact Info

- How do I **search** for a topic?
- I have a **reference question**.
- How can I get into **e-journals** from home?

### REFERENCE DESK

**215.503.8150**

[AskLibrarian@jefferson.edu](mailto:AskLibrarian@jefferson.edu)

[jeffline.jefferson.edu/SML/reference](http://jeffline.jefferson.edu/SML/reference)

[jeffline.jefferson.edu/SML/helpaids/faq](http://jeffline.jefferson.edu/SML/helpaids/faq)

- How do I **renew** a book?
- Where do I get a **copy card**?

### CIRCULATION DEPARTMENT

**215.503.6995**

- How late is the **LRC** open?
- I can't **connect** to JEFFLINE.

### LEARNING RESOURCES CENTERS

**215.503.8407**

[LRC@lists.jefferson.edu](mailto:LRC@lists.jefferson.edu)

[jeffline.jefferson.edu/LR](http://jeffline.jefferson.edu/LR)

- How does **Interlibrary Loan** work?

### INTERLIBRARY LOAN

**215.503.2831**

[jeffline.jefferson.edu/SML/services/ILL](http://jeffline.jefferson.edu/SML/services/ILL)

- May I suggest a book or journal for the Scott Library collection?

### COLLECTION MANAGEMENT

**215.503.2829**

[jeffline.jefferson.edu/SML/services/purchase\\_rec.html](http://jeffline.jefferson.edu/SML/services/purchase_rec.html)

- What is in the **University Archives**?

### UNIVERSITY ARCHIVES

**215.503.8097**

[Michael.Angelo@jefferson.edu](mailto:Michael.Angelo@jefferson.edu)

[jeffline.jefferson.edu/SML/archives](http://jeffline.jefferson.edu/SML/archives)

- I want to **learn** about \_\_\_\_\_.
- I need help entering my class into **Pulse**.

### EDUCATION SERVICES

**215.503.2830**

[EdServices@lists.jefferson.edu](mailto:EdServices@lists.jefferson.edu)

[jeffline.jefferson.edu/Education/edservices](http://jeffline.jefferson.edu/Education/edservices)

- I need **slides, posters, video**.
- I need a **slide/overhead projector** for a classroom.

### MEDICAL MEDIA SERVICES

**215.503.7841**

[MMS@jefferson.edu](mailto:MMS@jefferson.edu)

[jeffline.jefferson.edu/MMS](http://jeffline.jefferson.edu/MMS)

- I need help with my **student wireless connection**:

### JEFF IT

**215.503.7600**

- I need help with my **Email**:

### TECHNICAL ASSISTANCE CENTER (TAC)

**215.503.7975**

[jeffline.jefferson.edu/SML/helpaids/faq](http://jeffline.jefferson.edu/SML/helpaids/faq)