

THE COLUMBIA UNIVERSITY LIBRARIES



A to Z Guide

2004-2005

A B C D E F G H
I J K L M N O P
Q R S T U V W X
Y Z A B C D E F
G H I J K  L M N
O P Q R S T U V
W X Y Z

WHAT'S NEW IN THE LIBRARIES

As we enter the 2004-2005 academic year, there are a variety of library improvements, useful services, and collection enhancements to report. We hope that you will take advantage of what the Libraries offer. Here are some of the highlights.

NEW SOCIAL WORK LIBRARY OPENS

In August, 2004, the Social Work Library moved into a new building at 1255 Amsterdam Avenue, between 121st Street and Morningside Drive. This 7,000 square foot library features a current collection of books and serials, reading rooms, wireless connectivity, multi-media viewing stations, group study rooms with multi-media capabilities, and a library instructional facility. More than 75,000 volumes support Columbia's School of Social Work community, including 225 print journal subscriptions, video materials for classroom and in-library use, and a growing collection of online books, journals, and databases. Services include reference assistance, research consultations, circulation and course reserves, library instruction, computing facilities, and after-hour study space.

DOCUMENT DELIVERY SERVICES CONTINUE TO EXPAND

Providing material to support the research needs of Columbia's faculty, students, and researchers is an important mission of the Libraries. If we do not own the material you need, we will try to get it for you through a variety of means. More information and online request forms for the document delivery services below are available from LibraryWeb's "Request It Online" link or via CLIO.

Interlibrary Loan continues to borrow print, microform, and other formats from libraries all over the world, supplying most material in two weeks. We have recently joined RAPID, a service which provides articles from journals we do not subscribe to in a week or less.

BorrowDirect is an online request service to borrow books from 6 major research libraries; delivery is generally in four business days.

Science FastTrack provides those on the Morningside campus with articles from journals that are not available onsite (print or online) in science, technology, engineering, or medicine.

Offsite requests, submitted online from CLIO, the Libraries' online catalog, bring materials from our shelving facility in Plainsboro, NJ to the Morningside campus on a next business day basis. Journal articles and book chapters are scanned and posted to the Internet for online access.

Health Sciences/Morningside Libraries Delivery Service enables circulating books located in libraries on either campus to be requested online and delivered to the Columbia library of your choice. Requested items are generally delivered within 3-4 business days.

BURKE LIBRARY NOW ONE OF COLUMBIA'S LIBRARIES

The Union Theological Seminary's Burke Library joined the Columbia library system in July, 2004. Burke Library is the largest and one of the most important theological libraries in North America. The Library contains over 770,000 items including books, periodicals, archival materials, pamphlets, manuscripts, microforms and digital resources. The collections cover the broad spectrum of theological disciplines and cognate subject areas, in all languages of Christian theological discourse.

The collections are international in scope and represent significant historical depth. Materials are listed in CLIO and library privileges are available to the Columbia community.

LIBRARIES ALUMNI AND FRIENDS GATEWAY

This new portal is an interactive website featuring electronic resources, access to selected searchable databases, links to the Libraries' collections and digital resources, and to information about news, *Friends*, and Library events. Information about available library privileges to alumni and Friends is explained on the website.

ELECTRONIC RESOURCES ENHANCE LIBRARY COLLECTIONS

From current business information to medieval manuscripts, from online journals in Political Science to images of Chinese Paper Gods, the Libraries actively seeks new information in electronic form to complement its extensive traditional print collections. To learn more about e-resources available to you, check LibraryWeb.

Databases: Hundreds of databases in disciplines from architecture to zoology are accessible from on or off campus, providing indexing, abstracts and even full-text of scholarly resources. Notable databases available include *Chemical Abstracts (SciFinder Scholar)*, *Factiva*, *GenderWatch*, *MLA Bibliography*, *United Nations Treaty Collection*, *Web of Science*.

E-News: Wire services, international news sources, broadcast outlets, and current events are at your fingertips. Coverage includes late-breaking news and current events from news magazines published worldwide to archival resources such as the full-text *Times of London* dating back to 1785.

E-Journals and E-Books: The Libraries provides access to over 30,000 full-text online journals. CLIO provides bibliographic information and direct links to individual titles or try some of the E-Journal collections such as *JSTOR* or *ScienceDirect*. Ten thousand-plus E-Books are available from *NetLibrary*, the ACLS *History E-Book Project*, and *Safari Tech Books Online*.

Digital images: Over 27,000 high quality images supporting the history of western art are in the *Columbia Image Bank*. Other online image resources come from the *RLG Cultural Materials database*, *ARTStor*, and more.

E-Data: Important sources of statistical and spatial data from government and commercial publishers are included in LibraryWeb's E-Data section. For example, try *FedSTATS*, *EIU Country Data*, *DataGate*, or the *GIS Data Depot*.

WELCOME TO THE COLUMBIA LIBRARIES



The Libraries are wonderful gathering places to pursue scholarly research, to learn about and use information technology, to write, to study, and to draw on our rich collection of print and electronic resources. At your disposal is a fully integrated research library. Columbia's Libraries, with 8.2 million volumes, 57,700 current serials, and an extensive collection of electronic resources, manuscripts, rare books, microforms, and other nonprint formats, ranks as one of the top ten academic library systems in the nation. I hope you will explore one or more of the 25 libraries at Columbia and its affiliated institutions to access the rich array of both traditional and electronic information services. It is our ultimate goal at the Libraries to provide excellent service to students and faculty that will advance each user's learning, teaching, and research experience at Columbia and we strive to support library users anytime and anywhere.

James G. Neal
Vice President for Information Services and University Librarian



As you explore the resources of the Columbia Libraries, please call on the Library staff to assist you in locating materials, in developing your research skills, and in learning more about our rapidly expanding electronic collections and services. There are more than 444 professional and support staff working in Columbia Libraries who are ready to assist you in your academic endeavors. We welcome your suggestions and feedback about the Libraries' collections and services. Please let us know how we are doing!

Log onto <http://www.columbia.edu/cu/lweb/help/suggestions.html> to send suggestions.

Patricia Renfro
Deputy University Librarian



A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A to Z Guide TO THE COLUMBIA UNIVERSITY LIBRARIES www.columbia.edu/cu/lweb ☎ 212-854-2271



ACIS (ACADEMIC INFORMATION SYSTEMS)

See *Computing @ Columbia*.

AFFILIATED INSTITUTIONS

Special agreements among Columbia's affiliated institutions provide library access and borrowing privileges to Columbia students and faculty.

See *Barnard College*, *Teachers College*, *Jewish Theological Seminary*, and *New York State Psychiatric Institute*.

AFRICAN STUDIES (AREA STUDIES)

- 308 International Affairs
<http://www.columbia.edu/cu/lweb/indiv/africa/>

Materials collected include interdisciplinary resources from and about the countries of Sub-Saharan Africa in many African languages (Swahili, Zulu, Hausa, Wolof, etc.), as well as in Arabic, English, French, Portuguese, and other European languages.

ALUMNI AND FRIENDS

<http://www.alumni.libraries.columbia.edu/>

Alumni (degree or certificate recipients) from Columbia University, Barnard College, Teachers College, and Union Theological Seminary receive reading privileges in the Libraries; borrowing privileges are available for a fee. Contact the Library Information Office for details. Visit the new Alumni and *Friends* Gateway for special services, events, and access to selected E-Resources.

AREA STUDIES

- 304 International Affairs, Lehman Library
<http://www.columbia.edu/cu/lweb/indiv/area/>

There are five major area studies strengths in the Libraries: African Studies; Latin American and Iberian Studies; Middle East and Jewish Studies; Russian, Eurasian and East European Studies; and South and Southeast Asian Studies.

ASK US NOW

<http://www.columbia.edu/cu/lweb/services/reference/>

Our real-time reference chat service gives you online help with your research as soon as you need it. Columbia librarians will help you locate an E-journal, offer instruction in finding and using print and electronic resources, or provide guidance in research-

ing a topic. You can also reach a librarian in person, via e-mail or by phone.

ASTRONOMY LIBRARY

See *Physics/Astronomy Library*.

AVERY ARCHITECTURAL & FINE ARTS LIBRARY

- 300 Avery; 212-854-3501;
<http://www.columbia.edu/cu/lweb/indiv/avery/>



BAKHMETEFF ARCHIVE

- RBML; 212-854-3986
<http://www.columbia.edu/cu/lweb/indiv/rare/BAR>

Part of the Rare Book and Manuscript Library, the Archive contains approximately 1.5 million items dating from the 16th through the 21st centuries, with a focus on émigré communities from Russia and Eastern Europe, as well as American views of the area and our relations with it.

BARNARD COLLEGE, WOLLMAN LIBRARY

- Lehman Hall; 212-854-3953
<http://www.barnard.edu/library/>

BIOLOGICAL SCIENCES LIBRARY

- 601 Fairchild; 212-854-4715
<http://www.columbia.edu/cu/lweb/indiv/biology/>

BORROWDIRECT

- 307 Butler Library; 212-854 3542
<http://www1.columbia.edu/sec/cu/lweb/requestit/borrowdirect.html>

BorrowDirect, on LibraryWeb, allows you to search the combined catalogs of Brown, Cornell, Dartmouth, Princeton, the University of Pennsylvania, and Yale and request rapid delivery (generally four days or less) of circulating books in these collections. All Columbia students, faculty, and staff with library borrowing privileges and active e-mail accounts are eligible to use the service.

See also *Interlibrary Loan*.

BURKE LIBRARY

See *Union Theological Seminary*.

BUSINESS & ECONOMICS LIBRARY

- 130 Uris; 212-854-7804
<http://www.columbia.edu/cu/lweb/indiv/business/>

BUTLER LIBRARY

- 535 West 114th Street; 212-854-2271
<http://www.columbia.edu/cu/lweb/indiv/butler/>

BUTLER MEDIA CENTER

- 208B Butler Library; 212-854-1715
<http://www.columbia.edu/cu/lweb/indiv/bmcl>

This facility supports the playback of multiple visual and audio formats, including VHS (NTSC, PAL, and SECAM), DVDs, laser discs, audio CDs, cassettes, and multiple digital formats. The Center also supports editing stations for the development of multimedia projects.

The collection is comprised of feature films, documentaries, ethnographic films, and performing arts titles; all titles in the collection are cataloged in CLIO. Refer to the website for information on access, circulation policies, and faculty services.

BUTLER STACKS

The Butler Stacks collection serves research needs in the humanities, with particular strengths in history (including government documents and social science materials published before 1975), literature, philosophy, religion, and one of the country's most extensive collections of materials pertinent to the study of Greco-Roman antiquity. The main entrance to the stacks is from the third floor of Butler.



CARNEGIE COLLECTIONS

- RBML; 212-854-3987
e-mail: jg2138@columbia.edu

RBML is the repository for the records of four philanthropic organizations founded and endowed by steel magnate Andrew Carnegie: Carnegie Corporation of New York (CCNY), Carnegie Endowment for International Peace (CEIP), Carnegie Foundation for the Advancement of Teaching (CFAT), and Carnegie Council on Ethics and International Affairs (CCEIA). A finding aid that describes and lists the contents of the CCNY Records is available online. Guides to the contents of the other collections are available in RBML. All researchers who wish to consult or have questions regarding the Carnegie Collections should contact the curator.

CATALOGS

Columbia's Libraries are served by two different types of catalogs: an online catalog (CLIO) and the card catalogs. Reference librarians are happy to assist you in using both CLIO and the card catalogs.

CLIO: COLUMBIA LIBRARIES INFORMATION ONLINE

<http://www.columbia.edu/cu/lweb/eresources/clio.html>

CLIO is the online catalog for Columbia, (including Health Sciences campus), Barnard, and UTS libraries. It includes catalog records for print and electronic books, serials, journals, news-

papers, online resources, government documents, microforms, sound recordings, video recordings, archival collections, etc. Some of CLIO's features include:

- Records for items on order or in the process of being cataloged.
- Tools to search directly for materials on course reserves in CLIO, including links to full-text electronic reserves materials.
- Options to request recalls, holds, or place renewals online
- "My CLIO" for customized searching, display options, and to save records into EndNote.

If you can't find what you need in CLIO, please ask library reference staff. Collections of the Law, Jewish Theological Seminary, and Teachers College libraries are excluded from CLIO; use their online catalogs Pegasus, Aleph, and EDUCAT, respectively, available from LibraryWeb to find library materials.

DID YOU KNOW?

Columbia Libraries has over 154 miles of books and other items. 121 librarians, 444 professional and support staff, and 40 student assistants work in the libraries and can help you. An average of 87,000 books are checked out and 50,000 are renewed per month during the fall and spring semesters! 3,140,331 people walked into Columbia Libraries last year! Around 130,000 books and other items are added to the Libraries' collections each year; we also provide access to over 30,000 electronic journals.

CARD CATALOG

The main card catalog, located in 310 Butler, provides a historic record of materials in the Libraries' collections up to the mid-1980s. It is divided into three sections: Names/Titles, Topical Subject, and Serials. If you do not find what you are looking for in CLIO, especially older publications, use the main Card Catalog. Other Columbia libraries, such as the Rare Book and Manuscript Library and Starr East Asian Library, also have card catalogs.

CENTER FOR NEW MEDIA TEACHING AND LEARNING (CCNMTL)

- 204A Butler; 212-854-9058
<http://ccnmtl.columbia.edu/>

CCNMTL supports faculty in the exploration, development, and application of digital technologies to enhance teaching and learning at Columbia. The Center sponsors a variety of workshops, projects, seminars, and individualized consultations to present and help develop innovative uses of new media in education. Center staff also work with faculty and AcIS to provide *CourseWorks@Columbia*.

CENTER FOR RESEARCH LIBRARIES (CRL)

<http://www.crl.edu/>

The Center for Research Libraries is a membership organization of North American college, university, and research libraries. CRL specializes in collecting newspapers, documents, microfilm col-

lections of archival materials, and foreign dissertations. Columbia students, staff, and faculty may borrow unlimited amounts of CRL materials through Interlibrary Loan for extended periods and may make suggestions for new acquisitions. CRL also provides access to several digital collections. Visit their website for access to the CRL online catalog, specialized collection databases, online finding aids, and digital collections.

CHEMISTRY LIBRARY

- 454 Chandler; 212-854-4709
<http://www.columbia.edu/cu/web/indiv/chemistry>

CIRCULATION SERVICES

<http://www.columbia.edu/cu/lweb/services/lia/borrowing.html>

Most Columbia libraries circulate material with a basic loan period for books of twenty-eight days for undergraduates and staff, semester loan for faculty and graduate students. Circulation policies and loan periods vary; consult each library for specifics. A valid CUID is always required to check out materials. Consult LibraryWeb or the Library Information Office for information on loans, renewals, overdue items, and fines.

Circulation status for most material is displayed in CLIO. If a book you need is not on the shelf, ask at circulation desks. Staff will search for it and/or advise you on other ways to obtain it. Use CLIO to renew, hold, or recall books, to see what you have checked out ("My Library Account"), and perform other circulation-related transactions.



Doing research in Avery Library

VIRTUAL VISITS TO THE LIBRARIES

The libraries of all of Columbia and its affiliated institutions -- 25 libraries all together -- are listed throughout this A-Z Guide with URL links for their individual homepages in LibraryWeb. Visit the libraries virtually by connecting to these links. You will find descriptions of collection strengths, basic and special services, schedules of specific library hours, staff contacts, subject specific resources, and much more.

CLIO

See *Catalogs*.

COLUMBIANA LIBRARY

See *University Archives & Columbian Library*.

COMPUTING@COLUMBIA

- Computing Support Center; 102 Philosophy Hall
- Computing Helpdesk; 212-854-1919
<http://www.columbia.edu/acis/>

Academic Information Systems (AcIS) provides technical support for the entire Columbia community. AcIS supports and manages computer labs, ColumbiaNet stations, wireless access, and networked printers throughout campus, including 24-hour computing facilities in Butler Library and Lerner Hall. Contact AcIS for network support, troubleshooting assistance, and computer training courses.

COPIERS

<http://www.columbia.edu/cu/lweb/services/lia/photocopy.html>

Self-service photocopiers are available in all libraries and operate with cash, Columbia University Flex Cards, or Flex Dollars. Purchase cards in Avery, Butler, Business, Lehman, Barnard and Teachers College libraries using cash or credit cards. Columbia University students, faculty, and staff may add funds called Flex dollars to their CUIDs. These Flex dollars can then be used for photocopying along with several other services at the University. *The Columbia University Flex Card is not accepted in photocopy machines at the Health Science, Law, and JTS libraries.*



DIGITAL COLLECTIONS

See *Electronic Resources*.

DISABILITY SERVICES

- 802 Lerner Hall; 212-854-2388; TDD: 212-854-2378
e-mail: disability@columbia.edu
<http://www.columbia.edu/cu/lweb/services/lia/disability.html>

The Libraries and the Office of Disability Services work together to meet the needs of library patrons with disabilities. Library services for Columbia affiliates who register with the Office of Disability Services may include assistance with locating and retrieving books or information about assistive technologies. Library contact: Mayra Melendez; 212-854-3536.

DISSERTATIONS & MASTER'S THESES

Columbia dissertations and master's theses are listed in CLIO, and may be searched for by author, title, and keyword. If you are looking for dissertations by subject or department, and are not finding what you are seeking, please ask for reference assistance. CU Master's essays and dissertations held offsite may be requested from within CLIO.

Most CU dissertations completed after 1997 are also available full-text in *Dissertation Abstracts (Digital Dissertations)*. This database also indexes US and some foreign dissertations back to 1861.

See: <http://www.columbia.edu/cu/libraries/indexes/diss-abs.html>



E-JOURNALS

<http://www.columbia.edu/cu/lweb/eresources/ejournals/>

The Libraries provide access to over 30,000 online journals, searchable by title or subject. The listings for e-journals provide coverage dates and a link you can bookmark. E-journals are also listed in CLIO along with print versions.

EAST ASIAN LIBRARY

See *Starr East Asian Library*.

ECONOMICS

See *Business & Economics Library*.

ELECTRONIC DATA SERVICE (EDS)

- 201 International Affairs, Lehman Library; 212-854-6012
e-mail: eds@columbia.edu
<http://www.columbia.edu/acis/eds/>

EDS is operated jointly by the Libraries and AcIS to support instruction and research that involves numeric data resources. EDS maintains a library of data and documentation that covers a wide range of topics, both national and international, including sociodemographic topics, public opinion polls, politics, health, and economics. GIS software is also available. Support services include help in identifying and obtaining data; assistance with data preparation; and maintenance of a lab facility with the necessary software for data extraction. Help is provided in-house, on the website, and via e-mail.

See also *GIS*.

ELECTRONIC RESOURCES

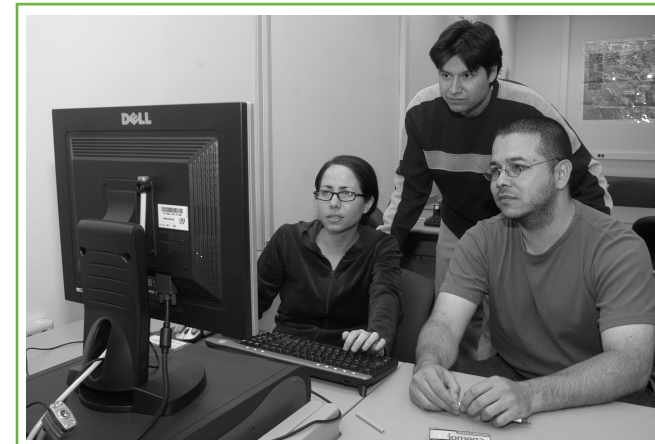
<http://www.columbia.edu/cu/lweb/eresources/>

Access Columbia Libraries' vast collection of databases, e-journals, subject guides, electronic exhibitions, e-books, e-images, e-data and e-news.

ELECTRONIC TEXT SERVICE (ETS)

- 305 Butler; 212-854-7547;
e-mail: scottt@columbia.edu
<http://www.columbia.edu/cu/lweb/indiv/ets/>

Here you will find an extensive collection of primary source texts in electronic format for research in history and the humanities and a collection of textual analysis software. The ETS staff provides demos, training, workshops, and individual assistance in the use of full-text materials in the Columbia Digital Library, in the location of additional relevant electronic resources, and in the use of application programs such as EndNote, Adobe Photoshop, and NVivo. Multiple format scanners and CD burners are available for the creation of electronic texts and images from print, slide, and microform originals.



Checking for the latest library e-resources

ENGINEERING LIBRARY

- 422 Mudd; 212-854-2976 or -3206
<http://www.columbia.edu/cu/lweb/indiv/eng/>



FACULTY AND THE LIBRARIES

We encourage faculty to contact the subject specialist in their area. (<http://www.columbia.edu/cu/lweb/services/colldev/liaisons.html>)

Librarians are willing to meet during class time to talk with you and your students about relevant resources in your field. We also welcome faculty suggestions for materials we should acquire.

FINE ARTS

This non-circulating collection in Avery includes books on art history, painting, sculpture, prints and exhibition catalogs. See *Avery Architectural & Fine Arts Library*.

FOOD AND DRINK POLICY

The library is a shared space. Please help us in our effort to keep libraries clean and books and materials in good condition. Be considerate of others and remember that food is not allowed in library reading rooms. Some libraries allow drinks in spill-proof containers. Check each library for details on its food and drink policy.

FRIENDS OF THE LIBRARIES

See *Alumni and Friends*.

CAN'T KEEP UP WITH ALL THE LIBRARY E-RESOURCES?

Don't wonder what new databases, online encyclopedias, or full-text resources are being added to the Libraries' collections. Subscribe to *E-Resources News*, an email alert service that sends you brief descriptions of selected new e-resources along with direct URL links to the resource itself. See:

<http://www.columbia.edu/cu/lweb/requestit/eresnews.html>



GEOLOGY LIBRARY

• 601 Schermerhorn; 212-854-4713
<http://www.columbia.edu/cu/lweb/indiv/geology/>

GEOSCIENCE LIBRARY

• Lamont-Doherty Earth Observatory, Palisades, N.Y.; (845-365-8808, or tie line 95-8808)
<http://www.columbia.edu/cu/lweb/indiv/geosci/>

GIS

<http://www.columbia.edu/acis/eds/>

Geographic Information Systems (GIS) software, including tutorials in the use of ArcGIS and ArcView, and the supporting manuals are available in the EDS computer lab. Spatial files are being added to the EDS data collection as well.

See also *Electronic Data Services (EDS)*.



HEALTH SCIENCES LIBRARY

• 701 West 168th Street; 212-305-3605
<http://cpmcnet.columbia.edu/library/>

HOURS

<http://www.columbia.edu/cu/lweb/services/hours/>

Check LibraryWeb for up-to-date hours online, including holidays and variations. Most libraries are open seven days a week and there is 24-hour study space in Butler.



INSTRUCTION & TRAINING

<http://www.columbia.edu/cu/lweb/services/workshops.html>

Make better use of collections and services by participating in a library instruction session. Hands-on workshops cover topics from

using LibraryWeb and CLIO, to searching subject-specific databases, to finding e-journals, or using EndNote. Librarians provide instruction in library research to Columbia classes and are available for subject-specific assistance to individuals through consultation appointments.

INTERLIBRARY LOAN (ILL)

• 307 Butler Library; 212-854-3542 or 854-7354
<http://www.columbia.edu/cu/lweb/services/ill/>

Research materials not available at Columbia may be borrowed via ILL from other libraries in the United States and abroad. ILL services are available to CUID holders. Requests typically are filled within two weeks and may be submitted electronically via Request It Online. Material from the Center for Research Libraries (CRL) can be requested through ILL; search its catalog from LibraryWeb. The Columbia Law, Health Sciences, and Teachers College Libraries maintain separate ILL services for their primary clientele.

See also *BorrowDirect*, *Center for Research Libraries*.



The C.V. Starr East Asian Library is one of the major collections for the study of East Asia in the U.S.



JEWISH THEOLOGICAL SEMINARY LIBRARY (JTS)

• 3080 Broadway, New York NY 10027; 212-678-8082
<http://www.jtsa.edu/library/>

JOURNALISM LIBRARY

• 203 Journalism; 212-854-0390
<http://www.columbia.edu/cu/lweb/indiv/jour/>



LATIN AMERICAN & IBERIAN STUDIES (AREA STUDIES)

• 307 International Affairs, Lehman Library
<http://www.columbia.edu/cu/lweb/indiv/latam/>

Materials collected include interdisciplinary resources from and about South America, Central America, the Caribbean, Mexico, Spain, and Portugal, in English, Spanish, Portuguese, and selected indigenous languages of the region. The Latin American and Iberian Studies collection is housed in several campus libraries, according to subject.

LAW LIBRARY

• 300 Greene, Circulation Desk; 212-854-3922
<http://library.law.columbia.edu/>

LEHMAN PAPERS

• 406 International Affairs, Lehman Suite, Lehman Library; 212-854-3060
e-mail: lehman-suite@libraries.cul.columbia.edu
<http://www.columbia.edu/cu/lweb/indiv/lehman/>

The Lehman Suite holds the personal and professional papers of Herbert H. Lehman—lieutenant governor, governor, and senator of New York, and Director General of the United Nations' Relief and Rehabilitation Administration—and the papers of a number of his associates. The 1.25 million items include files of correspondence with every president from Hoover to Nixon, clippings, photographs, and speeches.

LEHMAN SOCIAL SCIENCES LIBRARY

• 2nd and 3rd Floor, International Affairs; 212-854-4170
<http://www.columbia.edu/cu/lweb/indiv/lehman/>

LEHMAN SUITE

See *Lehman Papers*.

LIBRARY INFORMATION OFFICE (LIO)

• 201 Butler Library; 212-854-2271
e-mail: lio@columbia.edu
<http://www.columbia.edu/cu/lweb/services/lio/>

The LIO answers general questions about user privileges, clears library holds due to overdue fees, distributes paper copies of many library publications, and handles visitor privileges. Library borrowing privileges are available to all faculty, students, and staff of Columbia University, Barnard College, Teachers College, and Union Theological Seminary. Reading privileges are available to alumni. Privileges are also available to spouses and domestic partners of students, faculty, and staff. Columbia students are not permitted to bring guests or visitors to the Libraries.

LIBRARYWEB

<http://www.columbia.edu/cu/lweb/>

LibraryWeb is a gateway to Columbia's libraries collections, services, and staff. It provides access to a wide variety of databases and indexes, including e-journals and books, news services, digital images, numerical data, archival finding aids, CLIO and online catalogs of affiliated institutions. Use LibraryWeb for:

- Hours and Library locations
- Services, such as borrowing, reference, or library workshops
- Policies for Course Reserves or Document Delivery
- Collections of print, electronic and microform materials
- Remote access to electronic journals, books, images, and a wide array of online databases
- Links to submitting questions, recommending a purchase, chatting online with reference staff

Please note that access to some materials in LibraryWeb must be limited to current Columbia students, faculty, and staff due to licensing restrictions (indicated by a blue key).



MAP COLLECTION

<http://www.columbia.edu/cu/lweb/indiv/maps/index.html>

The Map Room holds over 185,000 maps in a general map collection covering a wide range of subjects, including geography, geology, economics, and international affairs.

GET THE MOST OUT OF CLIO

- **My CLIO** allows you to customize and store your search method preferences as a default setting.
- The **Bookbag** feature allows you to save records from a search result for use later. You can select and save records from a Titles list or you can save individual records. You can view these records later from a Bookbag screen. You can also edit, print, save, or send records via email. You can also delete records from your Bookbag.
- **Limiting searches** in CLIO can help you zero-in on the materials you want. Limit by such things as library location, language, publication date, format, or place of publication.
- **My Library Account** displays information about your account as a CLIO user, including: Personal Information, Patron Blocks, Items you have Checked Out, Items you have Requested, and Fines and Fees.
- **Renew, recall, or place holds** on books directly from CLIO to extend the loan period on books you have checked-out or to request books that are checked-out by others.
- **Use Looking for** tips for a variety of search techniques to help you best find items such as archives and manuscripts, series, video recordings or e-books.

For more information on these features, connect to CLIO and click on the HELP button.

<http://www.columbia.edu/cu/lweb/eresources/clio/>



Laptop accessibility is available in the Libraries

RECOMMEND A TITLE FOR PURCHASE

If you have identified a book or other resource that is not currently in the Libraries' collections, we want to hear from you. Send your recommendations for purchase to <https://www1.columbia.edu/sec/cu/lweb/requestit/recommend/>

MATHEMATICS/SCIENCE LIBRARY

- 303 Mathematics; 212-854-4712
<http://www.columbia.edu/cu/lweb/indiv/mathsci/>

MEDIA CENTER

See *Butler Media Center*.

MIDDLE EAST & JEWISH STUDIES (AREA STUDIES)

- 303 International Affairs
<http://www.columbia.edu/cu/lweb/indiv/mideast/>

Materials collected include resources from and about the Middle East and North Africa in all periods and in all languages, both local (Arabic, Hebrew, Turkish, Persian, etc.) and Western languages. The Jewish Studies Collection covers Jews and Judaism in all periods, countries, and languages.

MILSTEIN LIBRARY

- 208 Butler; 212-854-5327
<http://www.columbia.edu/cu/lweb/indiv/under/>

MUSIC & ARTS LIBRARY

- 701 Dodge; 212-854-4711
<http://www.columbia.edu/cu/lweb/indiv/music/>



NEW YORK STATE PSYCHIATRIC INSTITUTE LIBRARY

- 1051 Riverside Drive; 212-543-5675

NYC AREA LIBRARIES

Many libraries in New York City are available to Columbia students, faculty, and staff. In addition to the libraries listed below, Columbia is a member of METRO (<http://www.metro.org/>), an organization of 300 member libraries. Consult Butler Reference librarians for referral assistance.

NEW YORK PUBLIC LIBRARY (NYPL)

<http://www.nypl.org/>

NEW YORK UNIVERSITY LIBRARIES (NYU)

<http://www.nyu.edu/library/>



OFFSITE LIBRARY SHELVING FACILITY

- ReCAP: 212-854-2245
<http://www.columbia.edu/cu/lweb/indiv/offsite/>

The ReCAP (Research Collections and Preservation Consortium) Shelving Facility, located in Plainsboro, New Jersey, is jointly operated with the New York Public Library and Princeton University. It provides a courier service with next-business-day delivery of requested items to Columbia Libraries. Electronic Document Delivery is provided for journal articles and single chapters of books. By special appointment, a reading room at ReCAP is available for Columbia Library users. Use the offsite request form linked to CLIO catalog records to request material.

ORAL HISTORY RESEARCH OFFICE COLLECTION

- 801 Butler Library; 212-854-2273 or 212-854-4012
<http://www.columbia.edu/cu/lweb/indiv/oral/>



PHOTOCOPYING

See *Copiers*.

PHOTOGRAPHY AND REPROGRAPHY SERVICES

<http://www.columbia.edu/cu/lweb/services/preservation/reproductions.html>

The Preservation Division provides patrons with reproductions of certain items from the Columbia University Libraries' collections. Reproductions are intended for personal or scholarly use. Requesters are responsible for all copyright and permissions matters. Services are restricted to items owned by the Libraries. The Division can provide microfilm, photographs, and digital images. Specialized reprographic services are available as well (e.g., professional photographs of library materials).

PHYSICS/ASTRONOMY LIBRARY

- Pupin, 8th Floor; 212-854-3943
<http://www.columbia.edu/cu/lweb/indiv/physics/>

LIBRARY NEWS AND SPOTLIGHTS

Announcements about new library resources, services, events, and exhibitions appear in LibraryWeb to keep you aware of the many exciting developments that may serve your information and research needs. Spotlights highlight existing resources and services to help you use the libraries to the fullest. Just look for Library News and Spotlight on LibraryWeb. <http://www.columbia.edu/cu/lweb/>

PRESERVATION

Handle library materials with care! Help us preserve the collections: avoid writing or marking pages; keep materials away from food and liquids; photocopy carefully; don't use paper clips or Post-its. Bring materials in need of repair to circulation desks.

PRINTING

<http://www.columbia.edu/cu/lweb/help/computing/printing/index.html>

The Libraries and AcIS provide a number of networked printers throughout the libraries. Printing from laptops connected to the network is also available. Current students, faculty and staff use a print quota system; visitors can purchase pages using cash or credit card. All network printing uses a "UNI" and password. Health Sciences, Jewish Theological Seminary, Law, Teachers College, and Union Theological Seminary libraries are not currently part of the networked printing system.

PSYCHOLOGY LIBRARY

- 409 Schermerhorn; 212-854-4714
<http://www.columbia.edu/cu/lweb/indiv/psych/>



RARE BOOK & MANUSCRIPT LIBRARY (RBML)

- 6th Floor East, Butler Library; 212-854-5153
<http://www.columbia.edu/cu/lweb/indiv/rare/>



Lehman Library's collections cover political science, sociology, social anthropology, political geography, journalism, and international relations

E - LINK

<http://www.columbia.edu/cu/lweb/help/howto/elink/index.html>

E-link links your search results to a variety of research services, including: retrieving the full text of your article (when available), searching CLIO for a resource's availability; and linking directly to an interlibrary loan request form. Look for the E-link icon or hyperlink for a menu showing the options available to you.

RECAP

See *Offsite Library Shelving Facility*.

REFERENCE

<http://www.columbia.edu/cu/lweb/services/reference/>

Reference and research assistance is available throughout Columbia's libraries to help with identifying or recommending specific publications on a given subject, to offer advice on doing library research using print or electronic resources, and to provide guidance on where to turn for information. Reference collections may include bibliographies, indexes, encyclopedias, dictionaries, atlases, and other materials in many languages, both in print and electronic formats. Reference help is available in person, via e-mail or through online "chat," by phone, or as a consultation by appointment. Whether by visiting a CU library on campus or connecting through LibraryWeb, remember to "ask a librarian!"

REQUEST IT ONLINE

<http://www.columbia.edu/cu/lweb/requestit/>

LibraryWeb's interactive service allows you to request document delivery through BorrowDirect or Interlibrary Loan, recommend for purchase books, journals, and other materials, contact library staff, report problems, or offer suggestions.

RESEARCH LIBRARIES GROUP (RLG)

<http://www.rlg.org/memlist.html>

RLG is an international, not-for-profit membership organization of over 150 universities, libraries, archives, historical societies, and other institutions with collections for research and learning. As an RLG member, Columbia Libraries borrows and lends materials to other RLG libraries. Columbia students and faculty are entitled to onsite use of RLG libraries.

RESEARCH READING ROOMS

Eight subject-based research reading rooms are located on the fifth and sixth floors of Butler. Each room contains a noncirculating collection of core materials supporting the following fields of study:

- African Studies • (Room 607)
- Ancient & Medieval Studies • (Room 603)
- Islamic Studies • (Room 602)
- Latin American Studies • (Room 503)
- Moral & Political Theory • (Room 504)
- Papyrology, Epigraphy & Paleography • (Room 604)
- South Asian Studies • (Room 601)
- U.S. History and Literature • (Room 502)

Two additional research reading room collections are being created: Early Modern Europe and Modern & Comparative Studies.

RESERVES

<http://www.columbia.edu/cu/lweb/reserves/>

Reserves materials may be books, articles from journals, problem sets, or other materials selected by faculty as required reading for their courses. The Libraries provide these materials in either traditional paper format or electronic version as "eReserves." Paper reserves items (e.g., books, folders) are subject to short-term loans (usually for only a few hours) and are kept in separate locations in the libraries; inquire at each library for its reserve policies. Full-text eReserve items are accessible online to those registered in the class once they sign on with their Columbia online account (your Columbia "UNI"). All course reserves are listed in "CLIO's course reserve" search option and are linked to individual course web pages through CourseWorks@Columbia.

RUSSIAN, EURASIAN & EAST EUROPEAN STUDIES (AREA STUDIES)

- 306 International Affairs
<http://www.columbia.edu/cu/lweb/indiv/slavic/>

Materials from and about the countries of Eastern Europe and the former Soviet Union are integrated into the Butler and departmental library collections. The collections cover all fields of knowledge in the humanities, arts, and social sciences. Materials in Russian, Polish, Ukrainian, Czech, and Hungarian are especially well represented. Materials in the languages of Central Asia and minority nationalities of the Russian Federation are without equal outside the former Soviet Union.



The Music Library provides print, online, and audio resources



Electronic Data Service staff provide consultation services



SCIENCE LIBRARY

See *Mathematics/Science Library*.

SOCIAL WORK LIBRARY

- 1255 Amsterdam Avenue, School of Social Work; 212-851-2194
<http://www.columbia.edu/cu/lweb/indiv/socwk/>

SOUTH & SOUTHEAST ASIAN STUDIES (AREA STUDIES)

- 304 International Affairs, Lehman Library
<http://www.columbia.edu/cu/lweb/indiv/southasia/>

Materials collected include interdisciplinary resources from and about the countries of South and Southeast Asia in many Indic languages (Hindi, Punjabi, Sindhi, Rajasthani, Urdu, Sanskrit, Bengali, Nepali, and Newari), in select Southeast Asian languages (Bahasa Indonesia, Malay), as well as in English and other European languages. The collection also includes resources from and about Australia, New Zealand, and other South Pacific Islands.

STARR EAST ASIAN LIBRARY

- 300 Kent; 212-854-4318
<http://www.columbia.edu/cu/lweb/indiv/eastasian/>

STUDY FACILITIES

See *24-Hour Study in Butler*.

SUBJECT SPECIALISTS IN THE LIBRARIES

<http://www.columbia.edu/cu/lweb/services/collddev/liasons.html>

Many librarians have subject expertise and are responsible for building the collections in the Libraries, serve as liaisons to faculty and students in Columbia academic departments and programs, and provide reference and instructional services.



TEACHERS COLLEGE, GOTTESMAN LIBRARIES

- Russell Hall; 212-678-3494 or tie line 94-3494
<http://lweb.tc.columbia.edu/>

24-HOUR STUDY IN BUTLER

The Milstein reading rooms on Butler's second, third, and fourth floors, the AcIS Computer Lab (room 213), and the Lounge (room 214) are open for 24-hour use during the fall and spring semesters to those with a valid CUID. All libraries have reading rooms for study.



UNDERGRADUATE LIBRARY

See *Milstein Library*.

UNION THEOLOGICAL SEMINARY, BURKE LIBRARY

- 3041 Broadway at West 121st Street; 212-280-1314
http://www.uts.columbia.edu/burke_library/index.html

UNIVERSITY ARCHIVES & COLUMBIANA LIBRARY

- 210 Low; 212-854-3786; fax: 212-854-7320
<http://www.columbia.edu/cu/columbiana/>

US GOVERNMENT DOCUMENTS

<http://www.columbia.edu/cu/lweb/indiv/usgd/index.html>

The U.S. Government Documents collection receives approximately 70 percent of the works available through the United States Federal Depository Library Program. The time period covered is 1976 to the present.



VISITOR PRIVILEGES & LIBRARY ACCESS

- 201 Butler Library; 212-854-7309
<http://www.columbia.edu/cu/lweb/services/llo/>

Visitors should go to the Library Information Office in Butler to determine their access status and to receive their Reading Privileges card, if applicable. Affiliates of other colleges or universities may be eligible for limited access privileges to the Libraries; those without a current affiliation with another academic institution may purchase access to the Libraries for a monthly fee. Columbia students are not permitted to bring guests or visitors to the Libraries.

See *Alumni and Friends*.



Late night study in one of Butler's 24-hour reading rooms

WIRELESS AND NETWORK ACCESS

<http://www.columbia.edu/acis/access/oncampus/wireless/>

- Whether you are in Butler or Business, Music or Math, wireless works in the Libraries!
- Wired connectivity for laptops is available in several libraries.
- Dial-up to library resources from off-campus through the modem pool.
- High-speed network access is being installed in University Apartment Housing on Morningside Heights.
- Individual "kiosk stations" and terminals are in lobbies, libraries, and lounges throughout the campus for your convenience.
- Computer clusters and labs are located on campus, including 24-hour labs in Butler Library and Lerner Hall.
- If you have any questions about how to access the Columbia network, just consult the AcIS Web pages at <http://www.columbia.edu/acis> for more information.



WARE COLLECTION

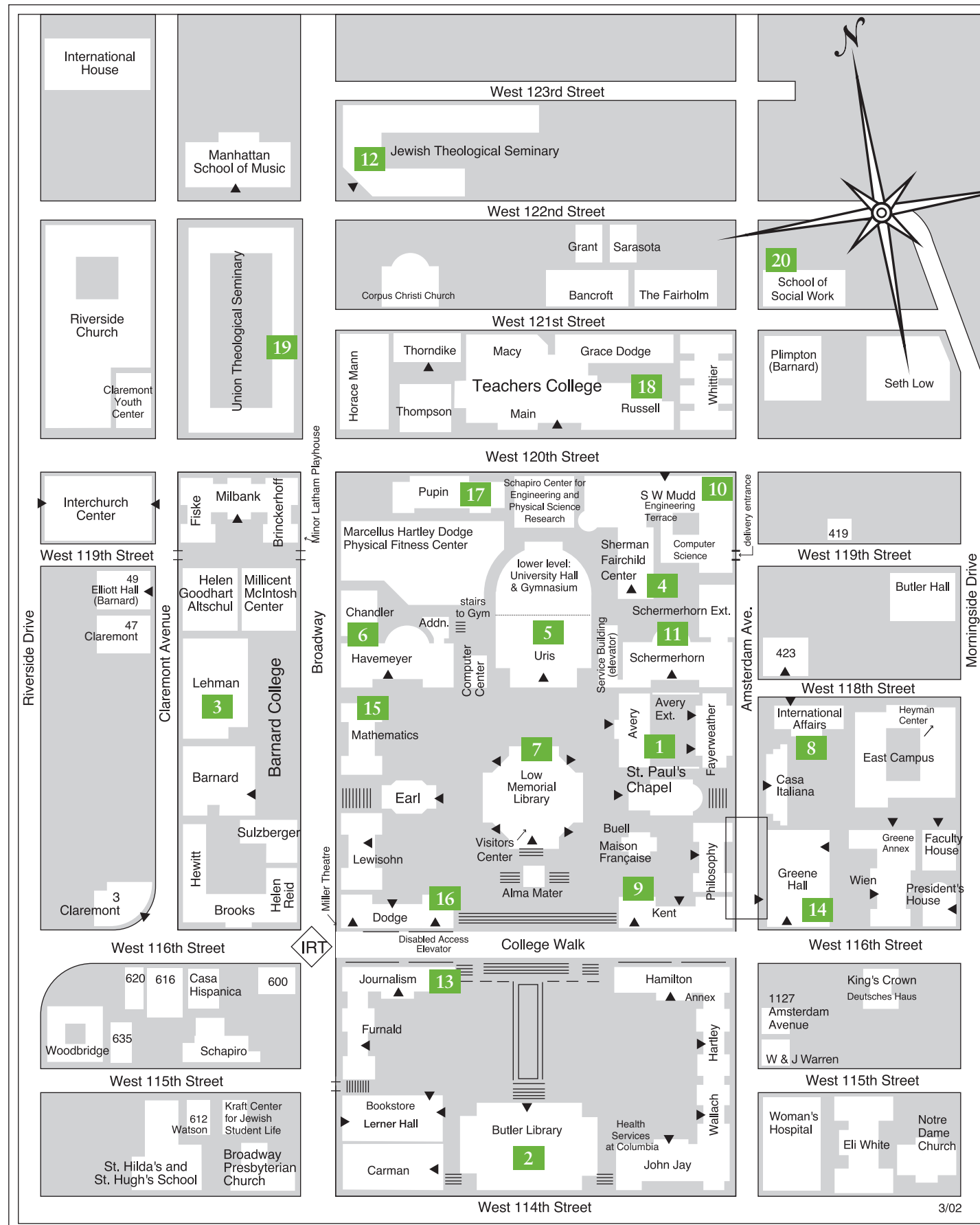
A circulating collection of materials supporting real estate and urban planning, shelved in Avery Library.

See *Avery Architectural & Fine Arts Library*.



Remember: Be Library Friendly! Handle all books with care and please observe the Libraries' policies on food and drink.

LIBRARIES DIRECTORY



AREA STUDIES (8)
Lehman Library, 3rd Floor,
International Affairs • 212-854-8046

- African Studies
212-854-8045
- Latin American & Iberian Studies
212-854-3630
- Middle East & Jewish Studies
212-854-3995
- Russian, Eurasian &
East European Studies
212-854-4701
- South & Southeast Asian Studies
212-854-8046

**AVERY ARCHITECTURAL &
FINE ARTS LIBRARY (1)**
Avery Hall • 212-854-3501

BAKHMETEFF ARCHIVE (2)
Rare Book & Manuscript Library
6th Floor, Butler • 212-854-3986

**BARNARD COLLEGE,
WOLLMAN LIBRARY (3)**
Lehman Hall • 212-854-3953

BIOLOGICAL SCIENCES LIBRARY (4)
601 Fairchild • 212-854-4715

**BUSINESS & ECONOMICS
LIBRARY (5)**
(Thomas J. Watson Library of Business
and Economics)
130 Uris • 212-854-7804

BUTLER LIBRARY (2)
535 West 114th Street
• 212-854-2271

- Circulation
3rd Floor Butler, 212-854-2235
- Reference / Research Help
301 Butler, 212-854-2241
- Media Center
208B Butler, 212-854-1715
- Periodicals and Microforms
Reading Room (PMRR)
401 Butler, 212-854-4704

CHEMISTRY LIBRARY (6)
454 Chandler • 212-854-4709

EAST ASIAN LIBRARY (9)
See Starr East Asian Library

**ELECTRONIC DATA SERVICE
(EDS) (8)**
201 International Affairs,
Lehman Library • 212-854-6012

**ELECTRONIC TEXT SERVICE
(ETS) (2)**
305 Butler Library • 212-854-7547

ENGINEERING LIBRARY (10)
(Ambrose Monell Engineering Library)
422 Mudd • 212-854-2976 or -3206

FINE ARTS (1)
See Avery Architectural & Fine Arts Library

GEOLOGY LIBRARY (11)
601 Schermerhorn • 212-854-4713

**GEOSCIENCE LIBRARY/
LAMONT-DOHERTY ***
Palisades, NY • 845-365-8808
or tie line 95-8808

HEALTH SCIENCES LIBRARY *
(Augustus C. Long Health Sciences Library)
701 West 168th Street • 212-305-3605

**JEWISH THEOLOGICAL SEMINARY
LIBRARY (12)**
3080 Broadway • 212-678-8082

JOURNALISM LIBRARY (13)
203 Journalism • 212-854-0390

LAW LIBRARY (14)
(Arthur W. Diamond Law Library)
300 Greene, Law School
• 212-854-3922

LEHMAN SUITE (8)
406 International Affairs
• 212-854-3060

**LEHMAN SOCIAL SCIENCES
LIBRARY (8)**
300 International Affairs
• 212-854-4170

**LIBRARY INFORMATION OFFICE
(LIO) (2)**
201 Butler • 212-854-2271

**MATHEMATICS/
SCIENCE LIBRARY (15)**
303 Mathematics • 212-854-4712

MILSTEIN LIBRARY (2)
(Philip L. Milstein Family College Library)
208 Butler • 212-854-5327

MUSIC & ARTS LIBRARY (16)
(Gabe M. Wiener Music & Arts Library)
701 Dodge • 212-854-4711

**NEW YORK STATE PSYCHIATRIC
INSTITUTE LIBRARY ***
1051 Riverside Drive • 212-543-5675

OFFSITE SHELVEING
See ReCAP

**ORAL HISTORY RESEARCH
OFFICE (2)**
801 Butler Library • 212-854-2273,
212-854-4012

**PHYSICS/ASTRONOMY
LIBRARY (17)**
8th Floor, Pupin • 212-854-3943

PSYCHOLOGY LIBRARY (11)
409 Schermerhorn • 212-854-4714

**RARE BOOK & MANUSCRIPT
LIBRARY (2)**
6th Floor East, Butler • 212-854-5153

**RECAP (RESEARCH COLLECTIONS AND
PRESERVATION CONSORTIUM OFFSITE
SHELVEING) ***
Princeton University Forrestal
Campus, Plainsboro, NJ
• 212-854-7593 (project coordinator)

SCIENCE LIBRARY (15)
See Mathematics/Science Library

SOCIAL WORK LIBRARY (20)
1255 Amsterdam Ave • 212-851-2194

STARR EAST ASIAN LIBRARY (9)
300 Kent Hall • 212-854-4318

**TEACHERS COLLEGE,
GOTTESMAN LIBRARIES (18)**
Russell Hall • 212-678-3494
or tie line 94-3494

**UNION THEOLOGICAL SEMINARY,
BURKE LIBRARY (19)**
3041 Broadway • 212-280-1314

**UNIVERSITY ARCHIVES &
COLUMBIANA LIBRARY (7)**
210 Low • 212-854-3786

WARE COLLECTION (1)
See Avery Architectural & Fine Arts Library

* Not on Morningside campus

I 2 3 4 5 6 7 8 9 10

TOP 10 THINGS *you need to know about the* COLUMBIA LIBRARIES

1. Columbia Libraries is one of the largest academic libraries in the country with over 8.2 million books spread over 25 **libraries**.

2. Your **CU ID card** gets you into the libraries, lets you check-out materials, and can be used with your Flex Account at all copiers in the Libraries.

3. Search **CLIO**, our online catalog, for books, journals, newspapers, videos, music, maps, and for direct links to electronic resources (e.g., online journals, eBooks, databases, etc.).

4. Our rich collection of **electronic resources** includes a vast range of e-texts, e-journals and full-text databases; thousands of digital images; and specialized numeric and geo-spatial data.

5. If you have a research question or need help, **Ask a Librarian** at a reference desk, via email, by phone or through real-time chat.

6. Take a **free library workshop** where you can learn research strategies or how to use EndNote, Adobe Photoshop and other computer programs.

7. Use **remote access** from any location to our **electronic resources** with your University Network ID (UNI) and password. The Libraries are **wireless** too for searching and printing to networked printers.

8. The Undergraduate Reading Rooms, the Lounge, and the Computer Lab in Butler Library are open **24/7** during the fall and spring semesters.

9. Many **course reserve readings** are online and linked to individual Columbia and Barnard courses via *CourseWorks* and also from within CLIO.

10. If it's not in our library you can get it through **BorrowDirect**, or one of our other interlibrary loan or document delivery services. You can also take advantage of onsite use at many other research institutions in New York City with your Columbia ID card or with a METRO pass.

The *A to Z Guide* is published annually by the Columbia University Libraries, 535 West 114th Street, New York, NY 10027

Editors: Ree DeDonato, Jennifer Dell, Anice Mills

Photos by: Eileen Barroso and Chris Taggart

COLUMBIA UNIVERSITY LIBRARIES
MAIL CODE 1103
535 WEST 114TH STREET
NEW YORK, NY 10027