

COLUMBIA UNIVERSITY LIBRARIES

A TO Z GUIDE 2007-2008



COLUMBIA UNIVERSITY LIBRARIES
A TO Z GUIDE 2007-2008



WELCOME TO THE COLUMBIA UNIVERSITY LIBRARIES



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

I invite you to use the Libraries' *A to Z Guide* to familiarize yourself with the extraordinary resources provided by Columbia's libraries. Among the top five academic library systems in the nation, our collections include more than 9.4 million volumes, more than 100,000 print and electronic journal titles, an extensive collection of databases, manuscripts, rare books, sound recordings, films, and much more. Among the 25 libraries at Columbia and its affiliated institutions, you will find outstanding staff to help you with your work, a wide variety of study spaces, and specialized services such as Butler's Electronic Text Service and Lehman's Electronic Data Service, which can assist you with complex textual, GIS, and data analysis. The year 2007 has been an exciting one at the Libraries, and we're pleased to open new group and individual study spaces in Lehman Library, to present a new Center for Digital Research and Scholarship, and, in January 2008, the Columbia Copyright Office. On behalf of all of the staff at the Libraries, I invite you to take the greatest advantage of all we have to offer this year.

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

As we continue to plan new services and build new and renovated library spaces, we will be asking you to participate by sharing your thoughts about what works and doesn't work for you, by showing us how you use information resources, how you study, and how the Libraries can make your work and research more effective. Please take a few minutes to answer the brief surveys you may see in your e-mail, at service desks, and on our websites, and to talk openly with library staff about your needs and experiences. As always, we encourage you to continue to explore the Libraries. Visit www.columbia.edu/library/subject_specialists to find the librarians who specialize in your subject area and can save you time and effort in your work at Columbia.

Patricia Renfro
Deputy University Librarian



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Deputy University Librarian

COLUMBIA UNIVERSITY LIBRARIES
A TO Z GUIDE 2007–2008



A

AFRICAN STUDIES (AREA STUDIES)

308 International Affairs, Lehman Library; 212-854-8045

www.columbia.edu/library/africa

Materials collected include resources in all disciplines and formats, from and about all the countries of Sub-Saharan Africa, in English, Arabic, French, Portuguese, German, and other European languages, as well as in many African languages (Swahili, Zulu, Hausa, Wolof, Fulfulde/Pular, etc.). The collection is housed according to subject throughout the campus libraries; an African Studies Research Reading Room is located in 607 Butler.

ALEPH

See *Jewish Theological Seminary Library (JTS)*.

ALUMNI

www.alumni.libraries.columbia.edu

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

AREA STUDIES

304 International Affairs, Lehman Library; 212-854-8046

www.columbia.edu/library/areastudies

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

ASK US

www.columbia.edu/library/ask

Ask a librarian for research tips, assistance locating e-journals, or for help searching a database. You can send an e-mail, IM us, call a reference department, or stop by a library to ask a question. Subject specialist librarians are also available by appointment when you need an expert for a consultation on your research.

ASTRONOMY LIBRARY

See *Physics/Astronomy Library*.

AVERY ARCHITECTURAL & FINE ARTS LIBRARY

300 Avery; 212-854-3501

www.columbia.edu/library/avery

A world-renowned research collection supporting architecture, art history, historic preservation, decorative arts, landscape architecture, archaeology, urban planning, and real estate development. Material is noncirculating, except for the Ware collection.

B

BAKHMETEFF ARCHIVE OF RUSSIAN & EAST EUROPEAN CULTURE

RBML, Butler Library, 6th Floor East; 212-854-3986

www.columbia.edu/library/bakhmeteff

Part of the Rare Book & Manuscript Library, the Archive contains approximately 1.5 million items dating from the 13th 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 LIBRARY

Lehman Hall; 212-854-3846

www.barnard.edu/library

The collections and services support undergraduate curricular requirements as well as provide undergraduates with the opportunity for independent research in many fields. The library is strong in the humanities and social sciences, particularly women's studies, and has one of the nation's few open stacks academic 'zine collections. CLIO includes Barnard's library. Additional material is available in the Barnard Center for Research on Women.

**BIOLOGICAL SCIENCES LIBRARY**

601 Fairchild; 212-854-4715

www.columbia.edu/library/biology

A research collection with strengths in molecular biology, biochemistry, cell biology, genetics, neurobiology, population and evolutionary biology, ecology, and plant physiology.

BORROW DIRECT

307 Butler Library; 212-854-7535

www.columbia.edu/library/borrow_direct

Borrow Direct allows you to search the combined catalogs of Brown, Cornell, Dartmouth, Princeton, the University of Pennsylvania, and Yale and request rapid delivery (generally four business 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 AT UNION THEOLOGICAL SEMINARY

3041 Broadway at West 121st Street; 212-851-5606

www.columbia.edu/library/burke

Burke is recognized as one of the premier theological libraries with rich historical and contemporary collections, including books, journals, archives, rare, unique, and other special materials.

DID YOU KNOW...

THE LIBRARIES' WEBSITE HAD MORE THAN 28 MILLION HITS LAST YEAR?

THERE ARE MORE THAN 500 STAFF MEMBERS AT THE LIBRARIES TO ASSIST YOU?

THE COLUMBIA COMMUNITY CHECKED OUT 1.13 MILLION BOOKS LAST YEAR?

189,507 BOOKS, JOURNALS, DATABASES, AND OTHER MATERIALS WERE ADDED TO THE COLLECTIONS LAST YEAR?

MORE THAN 11,000 STUDENTS AND FACULTY ATTENDED LIBRARY WORKSHOPS LAST YEAR?

LIBRARIANS ANSWERED 208,000 RESEARCH QUESTIONS LAST YEAR?

BUSINESS & ECONOMICS LIBRARY

130 Uris; 212-854-7804

www.columbia.edu/library/business

The library's collection is one of the most comprehensive in the United States for the study of management, finance, economics, industry, business history, global trade, and related fields. It includes many specialized business and economics databases. The library provides study seating for more than 600 in both group and individual study arrangements.

BUTLER LIBRARY

535 West 114th Street; 212-854-2271

www.columbia.edu/library/butler

The largest library on campus, Butler's collection supports humanities and history research with particular strengths in history (including government documents and social sciences materials published before 1975), literature, philosophy, religion, and one of the country's most extensive collections of materials on Greco-Roman antiquity. These materials are located in the Butler Stacks, 12 levels of shelving in the center of the building. Enter the Stacks on the third floor, near the Circulation Desk.

BUTLER MEDIA CENTER

208B Butler Library; 212-854-1715

www.columbia.edu/library/bmc

The newly upgraded equipment in this facility supports the playback of multiple visual formats, including VHS (NTSC, PAL, and SECAM), DVDs, and laser discs. The more than 12,000 titles in the collection, all of which are in CLIO, is comprised of feature films, documentaries, ethnographic films, and performing arts titles. Refer to the website for information on access, circulation policies, and faculty services.

C

CARNEGIE COLLECTIONS

RBML, Butler Library, 6th Floor East; 212-854-8937

www.columbia.edu/library/carnegie

The Rare Book & Manuscript Library 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). The Carnegie Collections comprise more than 2,570 linear feet of materials, documenting philanthropy, broadly defined issues of knowledge and education, international relations, and promoting world peace. Finding aids that describe and list the contents of the CCNY and CEIP records are available online. Guides to the contents of the other two collections are available in RBML. All researchers who have questions about the Collection should contact the curator, Jane Gorjevsky, at carnegie@libraries.cul.columbia.edu.

CATALOGS

To find out if something is in the Libraries, start with CLIO, the online catalog. Teachers College, Law, and the Jewish Theological Seminary have individual online catalogs, which you can access through their websites. The main card catalog in 310 Butler provides some historical materials, especially microfilm collections and older periodicals, that are not yet in CLIO. In all cases, check CLIO before checking the card catalog. See *CLIO*.

CENTER FOR HUMAN RIGHTS DOCUMENTATION AND RESEARCH (CHRDR)

RBML, Butler Library, 6th Floor East

www.columbia.edu/library/humanrights

CHRDR collects, preserves, and makes available for research the historic records of various human rights organizations. Currently, it holds the archives of Human Rights Watch and Amnesty International USA, documenting investigations into and campaigns against human rights abuses around the world from the mid-1960s to the present. Materials include correspondence and memoranda, mission files, testimonies, news clippings, work and country reports, and photographs, as well as audio and videotapes. The Center coordinates the development of collections of human rights–related resources (in all formats) across the Libraries and sponsors conferences, publications, and other special programs to support research and teaching in this field. For information regarding the Center: David Magier, Director, CHRDR, 212-854-8046. For archival collections information: Susan Hamson, Curator of Manuscripts and University Archivist, 212-854-1331.

CHEMISTRY LIBRARY

454 Chandler; 212-854-4709

www.columbia.edu/library/chemistry

Collection strengths include organic, inorganic, physical, and theoretical chemistry, biochemistry, heterocyclic chemistry, colloid chemistry, spectrometry, surface chemistry, photochemistry, and electrochemistry.

CIRCULATION SERVICES

www.columbia.edu/library/lio

Most Columbia libraries circulate material with a basic loan period for books of 28 days for undergraduates and staff and 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 the Libraries' website or the Library Information Office for information on loans, renewals, overdue items, and fines. Circulation status for most material is displayed in CLIO. Use CLIO to renew, hold, or recall books, to request a staff search when a book is not on the shelf, to see what you have checked out (use My Library Account), and to perform other circulation-related transactions.

CITATION FINDER

www.columbia.edu/library/citation_finder

Use this online tool to find a specific article in the Libraries' online or print collections—or use it to help request the article through Interlibrary Loan.

CLIO

www.clio.columbia.edu

CLIO (Columbia Libraries Information Online) is the online catalog for the Columbia, Barnard, and Union Theological Seminary libraries. Collections in the Law, Teachers College, and Jewish Theological Seminary libraries have separate online catalogs, Pegasus, Educat, and ALEPH, respectively. CLIO can help you:

- Find print and electronic books, journals, newspapers, online resources, government documents, microforms, sound recordings, films and DVDs, archival collections, and even items on order.
- Place recalls and submit requests for items that are at Offsite, in process, or lost.
- Print, e-mail, download, or save CLIO records to your Bookbag.
- Use My Library Account to see what you have checked out, renew items, and to check the status of recall requests.

At any time, if you can't find what you need in CLIO, please ask us for assistance.



[COLUMBIA CENTER FOR NEW MEDIA TEACHING AND LEARNING \(CCNMTL\)](#)

204A Butler; 212-854-9058

www.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 work with CUIT and the Libraries to support *CourseWorks*, the University's course management system.

[COMPUTING AT COLUMBIA](#)

Client Service Center

- Online: www.columbia.edu/cuit/support
- On the Phone: 212-854-1919
- In Person: 102 Philosophy Hall

Columbia University Information Technology (CUIT) provides central computing and communications services such as e-mail, Internet access (wireless and Ethernet), phone service, Web publishing, computer lab and electronic classrooms, *CourseWorks*, office and administrative applications, and management of the high-speed campus network. CUIT also manages an array of computer labs, terminal clusters, ColumbiaNet stations, multimedia classrooms, and a variety of support services. Twenty-four-hour computer labs can be found in Butler Library and Lerner Hall.

[COURSEWORKS@COLUMBIA](#)

<https://courseworks.columbia.edu/>

Selected library resources, such as course reserves materials, are linked to individual course web pages through *CourseWorks*, along with the class syllabus, a discussion group, and other resources determined by the course instructor.

[CUIT](#)

See *Computing at Columbia*.

D

DIGITAL COLLECTIONS

www.columbia.edu/library/digital

Over the past ten years the Libraries has built a number of significant digital research collections. These extraordinary online presentations of primary source material reproductions and descriptions now include the *Digital Scriptorium* containing medieval and early Renaissance manuscripts, texts of the *John Jay Papers*, digitized photographs of Japanese puppet theater, hundreds of hours of oral histories and transcripts of interviews including *Notable New Yorkers*, collections of ancient papyri and clay tablets in *APIS*, a gallery of rare Chinese folk art prints in *Chinese Paper Gods*, and more. The Libraries continues to expand its program of digitization of rare and unique research collections for the benefit of faculty, students, and scholars at Columbia and around the world.

DISABILITY SERVICES (ODS)

802 Lerner Hall; 212-854-2388; TDD: 212-854-2378

www.health.columbia.edu/ods

Columbia University is committed to ensuring that the services and programs offered by the Libraries are accessible to all patrons. The University will work with patrons on an individual basis to assess their unique accommodation needs. For more information, please visit the ODS website or contact Mayra Melendez at the Libraries: 212-854-3536, mm57@columbia.edu.

DISSERTATIONS & MASTER'S THESES

Columbia dissertations and master's theses are listed in CLIO; search by author, title, or keyword. They are generally shelved offsite and can be requested online via CLIO. Most CU dissertations completed after 1997 are also available full-text in *ProQuest Digital Dissertations*, a database that indexes most U.S. and some foreign dissertations back to 1861.

DOCUMENT DELIVERY SERVICES

www.columbia.edu/library/requestit

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, we will try to get it for you. All articles are posted online. See also *Interlibrary Loan*, *Borrow Direct*, *Science FastTrack*, *Offsite Requests*, and *Health Sciences/Morningside Libraries Delivery Service*.

E

EAST ASIAN LIBRARY

300 Kent Hall; 212-854-4318

www.columbia.edu/library/eastasian

The C. V. Starr East Asian Library has one of the major East Asian collections in North America. Its holdings include Chinese, Japanese, Korean, Tibetan, and Western language materials in all formats, with particular strengths in Chinese history, literature, and social sciences; Japanese literature, history, and religion, especially Buddhism; Korean history; and both classical and modern Tibetan studies.

ECONOMICS

See *Business & Economics Library*.

EDUCAT

See *Teachers College, Gottesman Library*.



E-JOURNALS

www.columbia.edu/library/ejournals

The listings on the e-journals web page provide coverage dates and a bookmark link for approximately 70,000 online journals. E-journals and print journal subscriptions are also listed in CLIO.

ELECTRONIC DATA SERVICE (EDS)

215 International Affairs, Lehman Library; 212-854-6012

www.columbia.edu/acis/eds

EDS maintains a library of numeric and geospatial data. Geographic scope is worldwide, and the topics covered include public opinion polls, politics, health, and economics. Support services include help in identifying and obtaining data; assistance with data preparation; and maintenance of a lab facility with statistical software, GIS software, and other data software tools.

ELECTRONIC TEXT SERVICE (ETS)

305 Butler; 212-854-7547;

www.columbia.edu/library/ets

Primary source texts in electronic format for research in history and the humanities and a collection of textual analysis software are available at ETS. ETS staff provides demos, training, workshops, and individual assistance in the use of full-text materials, in the location of electronic resources, and in using software such as EndNote, Adobe Photoshop, and NVivo. Multiple format scanners and CD burners are also available.

ENGINEERING LIBRARY

422 Mudd; 212-854-2976 or -3206

www.columbia.edu/library/engineering

The collection includes civil, mechanical, electrical, biomedical, nuclear, and chemical engineering, computer science, materials science, metallurgy, mining, operations research, applied physics, and applied mathematics.

E-RESOURCES

www.columbia.edu/library/eresources

From up-to-the-minute business and world affairs information to medieval manuscripts, political science e-journals, and images of Chinese paper gods, the Libraries provide extensive electronic collections. Using the Libraries' website, you can access databases, e-journals, e-books, image banks, news, data resources, and more. Please note that access to the majority of electronic resources requires login with a Columbia ID (UNI) and password.

F

FACULTY & THE LIBRARIES

LIBRARIAN SUBJECT SPECIALISTS ARE HERE TO SUPPORT YOUR TEACHING AND RESEARCH:

- FIND THE LIBRARIAN IN YOUR SUBJECT AREA:
WWW.COLUMBIA.EDU/LIBRARY/SUBJECT_SPECIALISTS
- LIBRARIAN SUBJECT SPECIALISTS ARE WILLING AND ABLE TO PROVIDE CUSTOMIZED INSTRUCTION FOR SPECIFIC COURSES, IN THE CLASSROOM, OR IN THE LIBRARY.
- YOUR *COURSEWORKS* PAGE CAN POINT YOUR STUDENTS NOT ONLY TO RESERVE READINGS, BUT ALSO TO OTHER RELEVANT LIBRARY RESOURCES AND SERVICES.
- NEED MATERIALS FOR YOUR RESEARCH THAT THE LIBRARIES DOESN'T OWN? LET US KNOW BY RECOMMENDING A PURCHASE.
- THE LIBRARIES OFFERS SPECIALIZED RESEARCH SERVICES USING ELECTRONIC TEXTS, GIS, DATA, AND MULTIMEDIA RESOURCES. LEARN MORE ON THE LIBRARIES' WEBSITE.
- MAKE THE REQUIRED READING FOR YOUR CLASSES EASILY AVAILABLE TO YOUR STUDENTS. INCLUDE BOOKS, ARTICLES, AUDIO OR VIDEO MATERIALS, OR E-RESOURCES IN YOUR COURSE RESERVES LIST.

FINE ARTS

This noncirculating collection in Avery includes materials on art history, such as painting, sculpture, drawing, engraving, and photography. See *Avery Architectural & Fine Arts Library*.

FOOD & DRINK POLICY

The libraries are shared spaces. Be considerate of others and remember that food is not allowed in library reading rooms, although some libraries allow drinks in spill-proof containers. Please help us in our effort to keep libraries clean and books and materials in good condition. (Check with individual libraries for details on their food and drink policies.)

FRIENDS OF THE COLUMBIA LIBRARIES

www.alumni.libraries.columbia.edu

Alumni, faculty, community supporters—anyone who loves books, libraries, special collections, and scholarly research is encouraged to become a Friend of Columbia Libraries. Support in the form of financial and in-kind gifts helps the Libraries develop and acquire new materials and technologies, serving a wide range of academic divisions. Friends enjoy access to print and electronic resources and an annual calendar of special events.

G

GEOLOGY LIBRARY

601 Schermerhorn; 212-854-4713

www.columbia.edu/library/geology

The collection is particularly strong in traditional terrestrial geology, with extensive materials from state and foreign geological surveys and societies dating back to the 18th century. Subject areas include mineralogy, petrology, sedimentology, hydrology, stratigraphy, and paleontology.

GEOSCIENCE LIBRARY

Lamont-Doherty Earth Observatory, Palisades, NY; 845-365-8808
www.columbia.edu/library/geoscience

The collection's subject scope is broad, including marine biology, physical geography, climatology, and rock mechanics, as well as more traditional areas such as geochemistry, geophysics, and paleomagnetism. Material is shuttled between the Geoscience and Geology Libraries daily.

GIS (GEOGRAPHICAL INFORMATION SYSTEMS)

www.columbia.edu/cuit/eds

The Libraries' support for GIS is provided by the Electronic Data Service (EDS). EDS has a growing collection of spatial data, all of which is available in the EDS computer lab and with a portion also available via the CU Spatial Data Catalog. The EDS lab has a staff of consultants to assist users and has workstations set up to handle large GIS projects. Additional equipment includes a large-scale scanner for maps and GPS (Global Positioning System) handheld units. The CU Spatial Data Catalog is located at <http://gis.columbia.edu/data.html>.

H

HEALTH SCIENCES LIBRARY (HSL)

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

One of the largest academic/medical libraries in the country, the collections and services support the schools of Medicine, Dentistry, Nursing, and Public Health, the Graduate School of Arts and Sciences, the NewYork-Presbyterian Hospital, and other health care, instructional, and research programs at the Columbia University Medical Center.

HEALTH SCIENCES/MORNINGSIDE LIBRARIES DELIVERY SERVICE

www.columbia.edu/library/requestit

Any circulating book in good condition from libraries on either campus is eligible for delivery to the library of your choice. Requested items are generally delivered within 3–4 business days.

HOURS

www.columbia.edu/library/hours

Check the Libraries' website for up-to-date hours, including holidays and other exceptions. During the academic year, there is 24-hour study space in the Milstein rooms of Butler Library.



I

INSTRUCTION & WORKSHOPS

www.columbia.edu/library/workshops

Improve your research skills and make the most of the Libraries' resources and services. Sign up for a free, hands-on workshop and discover what's available through the Libraries' website or become expert at searching databases. Other workshops cover managing and formatting bibliographies with EndNote or RefWorks; using Adobe Photoshop, InDesign, NVIVO, or PowerPoint to their fullest; and more. Librarian subject specialists are available to offer course-specific instruction on research techniques and relevant resources for a class or one on one.

INTERLIBRARY LOAN (ILL)

307 Butler Library; 212-854-7535

www.columbia.edu/library/ill

Research materials not available at Columbia may be borrowed via ILL from other libraries in the United States (including the Center for Research Libraries) and abroad. All Columbia students, faculty, and staff with library borrowing privileges and active e-mail accounts are eligible to use the service. Request materials online; please allow two to three weeks for delivery, although many articles arrive within a few days. The Columbia Law, Health Sciences, and Teachers College Libraries maintain separate ILL services. See also *Borrow Direct*.

J

JEWISH THEOLOGICAL SEMINARY LIBRARY (JTS)

3080 Broadway, New York, NY 10027; 212-678-8082

www.jtsa.edu/library

JTS provides a general collection of materials related to Jewish studies and Hebrew language printed after 1840 and special collections such as rare and medieval Hebrew manuscripts, Geniza fragments, incunabula, books, broadsides, and other rare items. ALEPH is the online catalog for finding material in the JTS library.

JOURNALISM LIBRARY

204 Journalism; 212-854-0390

www.columbia.edu/library/journalism

This small collection of books, magazines, and newspapers is focused on book-length works of journalism, books on journalism, and various works on New York City. The most recent five years of journalism master's projects and theses are also available.

L

LAPTOPS IN LIBRARIES

See *Wireless and Network Access*.

LATIN AMERICAN & IBERIAN STUDIES (AREA STUDIES)

307 International Affairs, Lehman Library; 212-854-3630

www.columbia.edu/library/latinamerica

Materials collected include interdisciplinary resources from and about South and Central America, Mexico, the Caribbean, Spain, and Portugal, in English, Spanish, Portuguese, and other Western European languages and in selected indigenous languages of the region. The collection is housed according to subject throughout the campus libraries, and a Latin American Research Reading Room is located in 503 Butler Library.



LAW LIBRARY

300 Greene; 212-854-3922

www.law.columbia.edu/library

The second largest academic law library in the United States, with a comprehensive collection of primary materials in U.S., federal, and state law; secondary materials on all aspects of domestic law; and an historically deep collection in public and private international law, including documents of the League of Nations and the United Nations. Laws of numerous foreign countries, comparative law, legal history, and Roman and ancient law are also covered. Search *Pegasus*, the online catalog, to find materials in Columbia's Law Library.

LEHMAN SOCIAL SCIENCES LIBRARY

300 International Affairs; 212-854-4170

www.columbia.edu/library/lehman

Lehman Library collects materials in political science, social and cultural anthropology, international and public affairs, environmental policy, and journalism. The Lehman Library provides a quiet study environment, a CUIT-maintained computer lab, group study facilities, and numeric and spatial data services and collections. Area Studies Librarians' offices are located on the main floor of the library.

LEHMAN SUITE & PAPERS

RBML, 6th Floor East, Butler; 212-854-3060

www.columbia.edu/library/lehmansuite

Part of the Rare Book & Manuscript Library, 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.

LIBRARIES' WEBSITE

www.columbia.edu/library

Our staff, our services, and collections are all available through the Libraries' website.

- Access an extensive collection of databases, full-text online journals, e-books, and much more.
- Find library hours and locations.
- Check the Featured Resource to learn about new electronic resources.
- Use the FAQ for information on borrowing privileges, printing, and photocopying at the Libraries.

- Search Citation Finder to see if the articles you're looking for are available from the Libraries or are online.
- Ask a question, recommend a title for purchase, or schedule a research consultation.

Many online resources provided by the Libraries require users to login with their Columbia ID (UNI) and password.

LIBRARY INFORMATION OFFICE (LIO)

201 Butler Library; 212-854-2271

www.columbia.edu/library/lio

E-mail: lio@columbia.edu

The Library Information Office provides a wide variety of services to faculty, students, staff, and visitors. The office assists users seeking access to the Libraries; addresses borrowing blocks due to overdue fines/fees; explains how to use printing services and enter a lottery to obtain a locker; and refers users with questions about the Libraries' resources and services to the appropriate service point. See also *Visitor Privileges & Library Access*.

M

MAP COLLECTION

www.columbia.edu/library/maps

The Map Room in Lehman Library holds more than 114,000 maps covering a wide range of subjects, including geography, geology, economics, and international affairs.

MATHEMATICS & SCIENCE LIBRARY

303 Mathematics; 212-854-4712

www.columbia.edu/library/math

The mathematics collection covers all aspects of pure mathematics, including algebra, geometry, topology, calculus, and number theory, as well as mathematical physics, mathematical finance, statistics, and probability. The Science Library contains a small collection of general science and history of science books and journals.

MEDIA CENTER

See *Butler Media Center*.

MIDDLE EAST & JEWISH STUDIES (AREA STUDIES)

303 International Affairs, Lehman Library; 212-854-3995

www.columbia.edu/library/middleeast

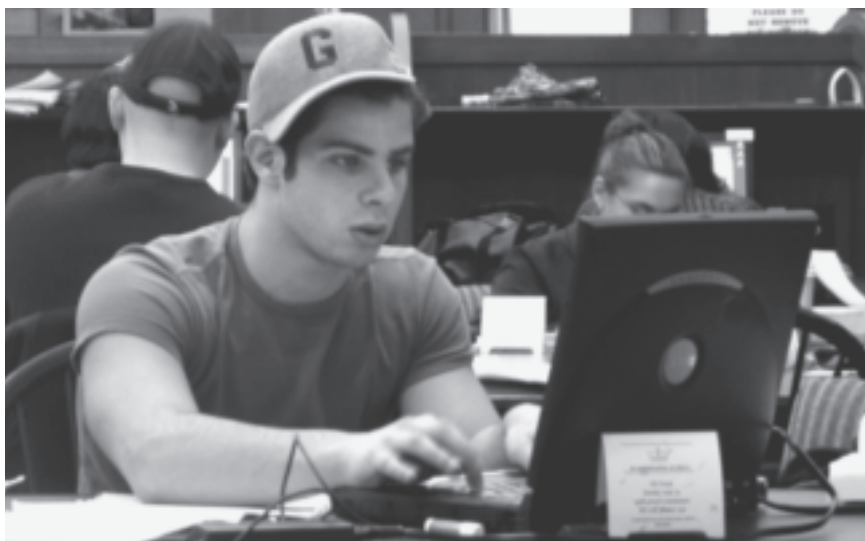
Materials collected include interdisciplinary resources from and about countries of the Middle East and North Africa, as well as Turkey, Iran, Afghanistan, and Armenia, in all periods and all languages, including both local (Arabic, Hebrew, Turkish, Persian, Armenian, etc.) and Western languages. The Jewish Studies collection covers Jews and Judaism in all periods, countries, and languages. These area studies collections are housed according to subject throughout the campus libraries. An Islamic Studies Research Reading Room is located in 602 Butler.

LIBRARY NEWS

STAY UP TO DATE ON WHAT'S HAPPENING AT THE LIBRARIES THROUGH OUR WEBSITE.

PRESS RELEASES, FEATURED RESOURCES, THE SPOTLIGHT, AND A NEW LIBRARIES' NEWSLETTER "INSIDE CUL" WILL KEEP YOU INFORMED AND CONNECTED.

VISIT "INSIDE CUL" AT [HTTP://TIDINGS.CUL.COLUMBIA.EDU/INSIDE-CUL](http://tidings.cul.columbia.edu/inside-cul) TO LEARN MORE ABOUT OUR STAFF, NEW HIRES, PROMOTIONS, LIBRARY EVENTS, GIFTS AND GRANTS, LIBRARY RENOVATIONS, AS WELL AS OTHER PROJECTS AND ANNOUNCEMENTS.



MILSTEIN LIBRARY

208 Butler; 212-854-5327

www.columbia.edu/library/milstein

An interdisciplinary collection to support the undergraduate curricula in the College, General Studies, and, to a limited extent, the School of Engineering and Applied Sciences, is shelved in 24-hour reading rooms in Butler Library.

MUSIC & ARTS LIBRARY

701 Dodge; 212-854-4711

www.columbia.edu/library/music

A collection of books, journals, scores, audio, and visual items, with particular strengths in early printed works on music theory, scholarly score editions, vocal scores of 18th- and 19th-century operas, and scores and recordings of works by contemporary composers.

N

NEW YORK STATE PSYCHIATRIC INSTITUTE LIBRARY

1051 Riverside Drive; 212-543-5675

<http://nyspi.org/library>

A major resource for psychiatry, psychoanalysis, and clinical psychology, the library is open to the public for reading and photocopying privileges.

NYC AREA LIBRARIES

The following New York City area libraries are available to those with a Columbia University ID.

- [New York Public Library](#)

www.nypl.org

There is a Columbia branch of NYPL on Broadway at 113th Street.

- [New York University Libraries](#)

www.nyu.edu/library

Columbia students, faculty, and staff have reading access to most NYU libraries upon presentation of their currently valid CUID (borrowing privileges are not included).

- [METRO](#)

www.metro.org

Columbia is a member of METRO, an organization of 300 NYC area libraries. Ask us about referrals to a METRO library at the Butler Reference Desk in Room 301.

O

OFFSITE LIBRARY SHELVING FACILITY

Columbia contact: 212-854-3536
www.columbia.edu/library/offsite

The ReCAP (Research Collections and Preservation Consortium) Shelving Facility, located in Plainsboro, NJ, is jointly operated with the New York Public Library and Princeton University. It provides next-business-day delivery of requested items to Columbia Libraries. Electronic Document Delivery is provided for journal articles and single chapters of books. By appointment, a reading room at ReCAP is available for use. Request materials from Offsite through CLIO.

ORAL HISTORY RESEARCH OFFICE (OHRO)

Temporary location: RBML, 6th Floor East, Butler; 212-854-7083
 Permanent location: 810 Butler, East Side (beginning January 2008)
www.columbia.edu/library/oralhistory

OHRO is the oldest and largest university-based oral history program in the world that is open for public use. The collection of 8,000 interviews, 17,000 hours of recorded conversation, and nearly 1 million pages of transcripts contains interviews on urban, national, and international political, cultural, and social history, as well as substantial collections on medicine, journalism, the New Deal, African-American history, and University history. OHRO is also a center for teaching and research on the methodology of oral history.

P

PEGASUS

See *Law Library*.

PHOTOCOPYING

www.columbia.edu/library/faq

Self-service photocopiers are available in convenient locations throughout the Libraries. The charge is 10¢ per page. All copiers take Flex dollars, and each library has at least one coin-operated copier. Color copiers are available in the Avery and Business Libraries. Purchase Flex cards in Avery, Barnard, Business, Butler, Lehman, and Teachers College Libraries. For full information on how to access and use this service, consult the Libraries FAQ.

PHOTOGRAPHY AND REPROGRAPHY SERVICES

www.columbia.edu/library/preservation

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

PHYSICS & ASTRONOMY LIBRARY

810 Pupin; 212-854-3943
www.columbia.edu/library/physics

The physics collection emphasizes theoretical and experimental atomic, nuclear, and particle physics; relativity; quantum theory; mathematical physics; high-energy physics; optics; and radiation and radioactivity. The astronomy collection is strong in descriptive astronomy and astrophysics.



PRESERVATION

www.columbia.edu/library/preservation

Handle library materials with care! Help us preserve the collections: do not write on, mark, or highlight 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 a circulation desk.

PRINTING

www.columbia.edu/library/faq

Networked printers are available throughout the libraries, for library computers and laptops connected to the network. Columbia students, faculty, and staff use a print quota system; visitors can purchase printing dollars using cash or a credit card. The Health Sciences, Jewish Theological Seminary, Law, and Teachers College Libraries are not currently part of the networked printing system. Try using the Libraries FAQ if you have questions about printing or ask us for help.

PSYCHOLOGY LIBRARY

409 Schermerhorn; 212-854-4714

www.columbia.edu/library/psychology

The Psychology Library collection is strong in the areas of experimental psychology as related to social psychology, personality, cognition, perception, sensation, and psychophysics; animal learning and behavior; and neuroscience.

R

RARE BOOK & MANUSCRIPT LIBRARY (RBML)

6th Floor East, Butler; 212-854-5153

www.columbia.edu/library/rbml

RBML is the largest of Columbia's special collections, containing more than 500,000 rare books, 11 miles of manuscripts in some 4,500 separate collections, 75,000 photographs, and 40,000 prints, drawings, and works of art. Materials range in date from 2000 BCE to the present and include material related to most subject areas. It is particularly strong in medieval and Renaissance manuscripts, classical authors, Anglo-American literature and history, education, mathematics and astronomy, economics and banking, human rights, social work, history of photography, printing and the allied arts, NYC politics, and theater history. RBML also contains a wide range of three-dimensional items, including printing presses, scientific instruments, theater set models, masks, and puppets. See also *Bakhmeteff Archive*, *Carnegie Collections*, *Center for Human Rights Documentation and Research*, *Lehman Suite & Papers*, *Oral History Research Office*, and *University Archives*.

RECOMMEND A TITLE FOR PURCHASE

IF YOU NEED A BOOK OR OTHER RESOURCE THAT THE LIBRARIES DOES NOT CURRENTLY OWN, LET US KNOW. RECOMMEND A TITLE FOR PURCHASE AT WWW.COLUMBIA.EDU/LIBRARY/RECOMMEND.

RECAP

See *Offsite Library Shelving Facility*.

REFERENCE

www.columbia.edu/library/ask

Ask us for help locating the materials you need, getting started on a paper or project, and advice on doing research. Columbia Libraries subscribes to an extensive collection of online databases and print reference materials in many languages, including bibliographies, encyclopedias, dictionaries, and atlases, and our subject specialist librarians are here to assist you in using them. Help is available in person, via e-mail, IM, and phone, as well as by appointment.

RESEARCH READING ROOMS (BUTLER)

Subject-based research reading rooms are located on the fifth and sixth floors of Butler Library. Each room contains a noncirculating collection of core materials (listed in CLIO) supporting the following fields of study:

- African Studies (Room 607)
- Ancient & Medieval Studies (Room 603)
- Comparative Literature & Society (Room 615)
- Early Modern/Modern Europe (Room 504)
- 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)

RESERVES

www.columbia.edu/library/reserves

Reserves materials may be books, journal articles, problem sets, or other materials selected by faculty as required reading for their courses. The Libraries provides these materials in either print or electronic (e-reserves) formats. Print materials are subject to loans of a few hours and are available at the appropriate library; inquire at each library for its reserve policies. Full-text e-reserve items are accessible online to those registered in the class. Access your course reserves through CLIO or *CourseWorks*.

RLG PROGRAMS AT OCLC

www.rlg.org

Our membership in RLG SHARES entitles Columbia students and faculty to onsite use of member libraries (e.g., museums, historical societies, universities) and to borrow materials via ILL.

RUSSIAN, EURASIAN & EAST EUROPEAN STUDIES (AREA STUDIES)

306 International Affairs, Lehman Library; 212-854-4701

www.columbia.edu/library/slavic

Materials from and about the countries of Eastern Europe and the former Soviet Union are integrated into the Butler and departmental library collections. These 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. Columbia's materials in the languages of Central Asia and minority nationalities of the Russian Federation are without equal outside the former Soviet Union.

S

SCIENCE FASTTRACK

www.columbia.edu/library/fasttrack

This service provides journal articles, conference proceedings, technical reports, and patents not available (in print or online) on the Morningside campus. These articles must be in the areas of [Science](#), [Technology](#), [Engineering](#), or [Medicine](#). Science FastTrack is available to Columbia students, faculty, and staff on the following campuses: Morningside, Lamont-Doherty, and Nevis Laboratories.

SCIENCE LIBRARY

See *Mathematics/Science Library*.

SOCIAL WORK LIBRARY

1255 Amsterdam Avenue, 2nd Floor, School of Social Work; 212-851-2194

www.columbia.edu/library/socialwork

The Social Work Library houses one of the world's premier social work and social services collections. It provides comprehensive coverage of the various areas of social work, including child welfare, gerontology, health and health care, international social welfare, marriage and the family, and social policy.

SOUTH & SOUTHEAST ASIAN STUDIES (AREA STUDIES)

304 International Affairs, Lehman Library 212 854-8401

www.columbia.edu/library/southasia

Materials collected include interdisciplinary resources from and about all the countries of South and Southeast Asia, in many Indic languages (Hindi, Punjabi, Sindhi, Rajasthani, Urdu, Sanskrit, Tamil, Bengali, Nepali, Newari, etc.), in select Southeast Asian languages (Bahasa Indonesia, Malay), as well as in English and European languages, Persian, Arabic, and other languages of Asia and the Middle East. The collection also includes resources from and about Australia, New Zealand, and other South Pacific Islands. The collection is housed according to subject throughout the campus libraries, and a South Asian Research Reading Room is located in 601 Butler.

STARR EAST ASIAN LIBRARY

See *East Asian Library*.

STUDY SPACES

www.columbia.edu/library/study_spaces

Each library has a distinct character offering a variety of places to study on campus.

Business, Butler, Lehman, Social Work, and Teachers College Libraries have group study space.

The Milstein rooms in Butler Library are open 24 hours during the academic year.

SUBJECT SPECIALISTS IN THE LIBRARIES

www.columbia.edu/library/subject_specialists

Librarian experts in subjects ranging from African Studies to Physics to Medieval Studies offer research support to academic departments and faculty by acquiring materials for the Libraries, consulting on research, and providing instruction to students.

HANDLE WITH CARE

HELP PROTECT THE LIBRARIES' PRINT COLLECTIONS FOR FUTURE GENERATIONS OF KNOWLEDGE SEEKERS. OBSERVE THE LIBRARIES' POLICIES ON FOOD AND DRINK, BE CAREFUL WHEN PHOTOCOPYING PAGES, AND DON'T USE POST-ITS, PAPER CLIPS OR WRITE IN BOOKS.

T

TEACHERS COLLEGE, GOTTESMAN LIBRARIES

Russell Hall, 212-678-3494 or tie line 94-3494

<http://library.tc.columbia.edu>

E-mail: library@tc.edu

TC's Gottesman Libraries is one of the nation's largest and most comprehensive research libraries in education. The scope of the collections reflects the historic commitment to advanced study in education, psychology, and the health professions in their local, national, and international dimensions, with special strengths in research, K–12 curriculum, and children's literature. Research tools include Educat, the online catalog; SuperSearch, for federated searching across a rapidly growing collection of e-resources; and PocketKnowledge, the digital repository/social archive.

U

UNDERGRADUATE LIBRARY

See *Milstein Library*.

UNIVERSITY ARCHIVES

RBML, 6th Floor East, Butler; 212-854-3786; fax 212-854-7320

www.columbia.edu/library/uarchives

The Columbia University Archives (formerly the University Archives and Columbiana Library) preserves the institutional memory of Columbia University from its founding in 1754 to the present day. Among its holdings are noncurrent official University records and a wide variety of other materials, including the records of student organizations, materials that pertain to alumni, faculty, publications, photographs, scrapbooks, and artifacts. The University Archives' materials are noncirculating and are open for research and reference use by all members of the University community and the public.

U.S. GOVERNMENT DOCUMENTS

www.columbia.edu/library/usgd

The U.S. Government Documents collection receives approximately 50 percent of the tangible works available through the United States Federal Depository Library Program. Records for all of the titles available online are in CLIO. The time period covered is 1976 to the present. Documents published before 1976 are located in Butler and other campus libraries.

LIBRARIES FAQ

www.columbia.edu/library/faq

USE THE FAQ TO FIND THE ANSWERS TO YOUR QUESTIONS ABOUT USING THE LIBRARIES:

- PHOTOCOPYING
- PRINTING
- BORROWING AND RENEWING MATERIALS
- ALUMNI, VISITOR, SPOUSE, AND GUEST ACCESS TO THE LIBRARIES



V

VISITOR PRIVILEGES & LIBRARY ACCESS

201 Butler Library; 212-854-7309

www.columbia.edu/library/lio

Visitors who wish to use Columbia Libraries' collections and services should first visit or contact the Library Information Office for an explanation of the Libraries' policies and range of privileges. E-mail LIO with questions: lio@columbia.edu. See *Alumni and Friends*.

W

WARE COLLECTION

A circulating collection of materials supporting urban planning and real estate development, shelved in Avery Library. See *Avery Architectural & Fine Arts Library*.

WATSON LIBRARY OF BUSINESS & ECONOMICS

See *Business & Economics Library*.

WIRELESS & NETWORK ACCESS

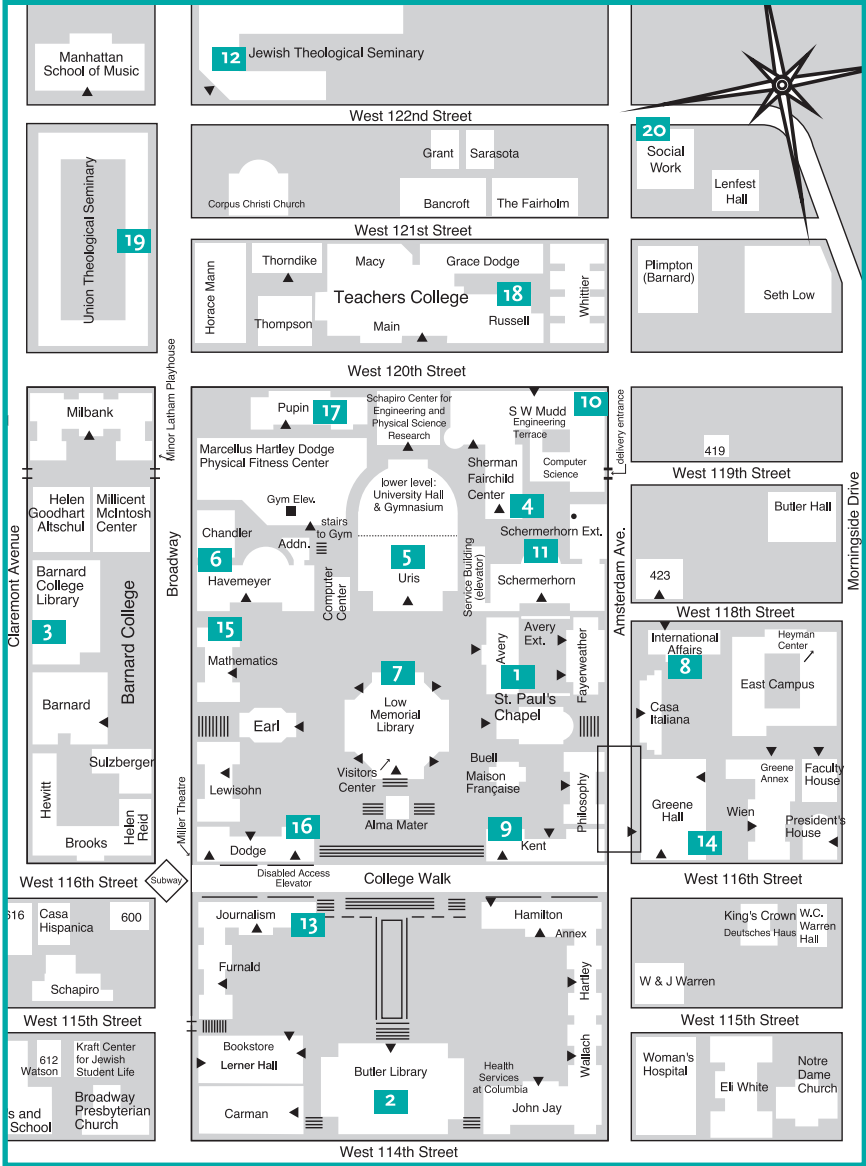
www.columbia.edu/acis/access/oncampus/wireless

Wireless and/or Ethernet connectivity is available in all the libraries on campus. Check the website for a connection guide and map of wireless accessibility. If you have any questions about how to access the Columbia network, please check www.columbia.edu/cuit for more information.

WORKSHOPS

See *Instruction & Training Workshops*.

CAMPUS MAP WITH LIBRARIES



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
212-854-8401

AVERY ARCHITECTURAL & FINE ARTS LIBRARY (1)

Avery Hall • 212-854-3501

BAKHMETEFF ARCHIVE (2)

Rare Book & Manuscript Library

6th Floor East, Butler • 212-854-3986

BARNARD COLLEGE LIBRARY (3)

Lehman Hall • 212-854-3846

BIOLOGICAL SCIENCES LIBRARY (4)

601 Fairchild • 212-854-4715

BURKE LIBRARY AT UNION THEOLOGICAL SEMINARY (19)
3041 Broadway at 121st Street • 212-851-5606

BUSINESS & ECONOMICS LIBRARY (5)
(Thomas J. Watson Library of Business & 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)
300 Kent Hall • 212-854-4318

ELECTRONIC DATA SERVICE (EDS) (8)
215 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)
204 Journalism • 212-854-0390

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

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

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

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 SHELVING*
ReCAP (Research Collections and Preservation
Consortium Offsite Shelving)
Princeton University Forrestral Campus,
Plainsboro, NJ • 212-854-3536 (Columbia contact)

ORAL HISTORY RESEARCH OFFICE (2)
RBML, 6th Floor East, Butler • 212-854-7083

PHYSICS & ASTRONOMY LIBRARY (17)
810 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
SHELVING)**
See *Offsite Shelving*.

SCIENCE LIBRARY (15)
See *Mathematics/Science Library*.

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

STARR EAST ASIAN LIBRARY (9)
See *East Asian Library*.

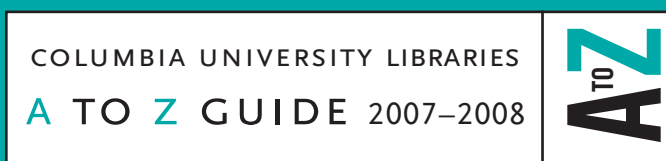
**TEACHERS COLLEGE,
GOTTESMAN LIBRARIES (18)**
Russell Hall • 212-678-3494
or tie line 94-3494

UNIVERSITY ARCHIVES (7)
210 Low • 212-854-3786

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

*Not on Morningside campus

ALUMNI CARD • ARCHITECTURE RESOURCES • AREA STUDIES
RESOURCES • ASK US • BORROW DIRECT • CLIO •
COLLECTIONS • COLUMBIA UNIVERSITY LIBRARIES •
COMPUTING • COURSEWORKS • CROSSEARCH • DATA •
DATABASES • DIGITAL COLLECTIONS • DOCUMENT DELIVERY
• EAST ASIAN RESOURCES • E-BOOKS • ENDNOTE • FACULTY
SERVICES • FILM • FRIENDS OF THE LIBRARY • GIS • HISTORY
& HUMANITIES RESOURCES • INTERLIBRARY LOAN •
JOURNALS • LIBRARIANS • MEDIA • MUSIC • NEWSPAPERS •
ORAL HISTORY • PHOTOCOPYING • PRINTING •
QUICKSEARCH • RARE BOOKS AND MANUSCRIPTS • RECAP •
RESERVES • SCANNERS • SCIENCE RESOURCES •
SOCIAL SCIENCE RESOURCES • STUDY SPACES • SUBJECT
SPECIALISTS • UNIVERSITY ARCHIVES • WORKSHOPS



SEARCH

- **QuickSearch** provides easy access to some of the Libraries' most popular search tools. Access CLIO directly, find the e-journals and databases you need, or use QuickSearch to search the Libraries' website.
- **crossSearch** searches across multiple databases at one time. With one search, you can find books and articles from ProQuest, Web of Science, and CLIO. crossSearch is a great tool for getting started on a research paper or project.
- **Citation Finder** will help you find a specific article in print at the library or online through one of the many databases that the Libraries provides. All you need is the journal title and date of publication. If the article is not available at the Libraries, Citation Finder will direct you to Interlibrary Loan.

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Cover image: Cassini, *Planisphere terrestre*, Paris, 1696, RBML

www.columbia.edu/library