## GUIDE TO THE LIBRARIES



🖆 Columbia University Libraries 2010–11

# WELCOME

The Columbia University Libraries is a system of twenty-two libraries with extensive print and electronic resources, innovative services, and expert staff teamed with a group of academic technology centers supporting instruction and scholarship. The Libraries' first priority is helping students, researchers, and faculty to find and use our rich collections and tools. Millions of books, films, scholarly journals, archives, oral histories and much more are available at the Libraries and online. The Libraries website (www.columbia.edu/library) connects you to CLIO, databases, digital collections, research assistance, and all of the services highlighted in this brochure.



#### James G. Neal

VICE PRESIDENT FOR INFORMATION SERVICES AND UNIVERSITY LIBRARIAN

## LIBRARY INFORMATION OFFICE (LIO)

www.columbia.edu/library/lio

LIO (201 Butler Library) answers general questions about any of the Libraries' services and resources. Stop by LIO to pay fines and clear blocks on your library account or inquire about visitor passes and printing dollars for visitors and alumni.

### LIBRARY HOURS

#### www.columbia.edu/library/hours

Hours at the twenty-two libraries on campus vary, so check library hours online before visiting. Butler Library is open 24/7 during the fall and spring semesters. Many libraries also extend their hours during midterms and finals.

#### **OFFICE OF DISABILITY SERVICES (ODS)**

#### www.health.columbia.edu/docs/services/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.



#### Mayra Melendez

BUTLER CIRCULATION SUPERVISOR 212-854-3536 mm57@columbia.edu

### **ALUMNI SERVICES**

#### www.alumni.libraries.columbia.edu

With an alumni card, all Columbia University graduates can access the Columbia University Libraries. Borrowing privileges are available for a fee. Get your alumni card at the Libraries Information Office. For information about off-campus access to databases for alumni, see www.alumni.libraries.columbia.edu/eresources.html.

## ASK A LIBRARIAN www.columbia.edu/library/ask

There are lots of ways to contact a librarian, and the reference staff responds to all manner of research questions. Stop by any library to speak to a librarian, either at a reference desk or at a circulation desk. Librarians are also available to provide assistance by appointment, phone, e-mail, or instant message (IM).

#### **RESEARCH CONSULTATIONS**

#### www.columbia.edu/library/ask

Individual research consultations with subject specialist librarians are available by appointment to students, researchers, and faculty. Librarians who are experts in your field will prepare a one-hour specialized research session to discuss relevant library resources or database search strategies. Visit the Libraries' website to request a consultation.

www.columbia.edu/library/ask

### **CHAT WITH A LIBRARIAN**

Have a quick question? For general research help, you can IM a librarian and chat with any of a number of staff from libraries across campus. Visit www.columbia. edu/library/ask to IM a librarian. There's no need to set up an account.

You can also text message a librarian using your cell phone at 215-TEXTCUL or 215-839-8285, and we'll text you back.

#### WORKSHOPS

#### www.columbia.edu/library/workshops

Free workshops on research strategies, subject-specific resources, and specialized software will teach you how to use the wide range of e-resources available to Columbia students, faculty, and staff. Popular workshops include: EndNote, Adobe Photoshop, NVIVO, and GIS mapping software. The workshops are open to those with an active Columbia University UNI. Sign up for the workshops at www.columbia.edu/library/workshops/.

Check www.columbia.edu/library/hours for reference desk and phone reference hours.

## SUBJECT SPECIALIST LIBRARIANS www.columbia.edu/library/subject\_specialists

Need help searching CLIO, using databases or other e-resources, formatting your bibliography, or developing a research strategy for your paper, dissertation, or project? Ask a librarian.

There are more than forty subject specialist librarians at Columbia to help you with your research. Find the librarian for your discipline at www.columbia.edu/library/subject\_specialists.

Here are just a few of the subject specialists who work in the Libraries:



Danianne Mizzy ENGINEERING LIBRARIAN ENGINEERING LIBRARY

Engineering, engineering education, patents, technical reports, standards



Bindu Bhatt SOUTH ASIAN STUDIES LIBRARIAN AREA STUDIES

Literature, history, religion and philosophical traditions of South Asia



#### Junko Stuveras FRENCH & ITALIAN LITERATURE LIBRARIAN BUTLER HISTORY & HUMANITIES

I IBRARY

French and Francophone literature and language, Italian literature and language



John T. Oliver REFERENCE AND INSTRUCTION LIBRARIAN AUGUSTUS C. LONG HEALTH SCIENCES LIBRARY Research and clinical support in the health sciences





#### **Beth Katzoff**

ARCHIVAL/PUBLIC SERVICES LIBRARIAN C.V. STARR FAST ASIAN LIBRARY

Makino Mamoru Collection on the History of East Asian Film, modern Japanese history, women's history

#### **Jane Siegel**

RARE BOOK LIBRARIAN RARE BOOK & MANUSCRIPT LIBRARY

19th- and 20th-century British and American literature, bibliography and history of the book

Alysse Jordan SOCIAL WORK LIBRARIAN SOCIAL WORK LIBRARY

Children and families, counseling, gerontology, health and mental health, psychotherapy, social welfare, social work



DID YOU KNOW? YOU CAN FOLLOW NEWS AND EVENTS FROM THE LIBRARIES ON OUR BLOGS, FACEBOOK AND TWITTER.

## RESEARCH TOOLS

## CLIO

#### www.clio.columbia.edu

CLIO is the online catalog for the Columbia (including the Health Sciences Library), Barnard, and Union Theological Seminary libraries. Use CLIO to **find** print and e-books, journals, newspapers, e-resources, government documents, films and DVDs, microforms, sound recordings, rare books, and archival collections. **Request** items that are checked out, offsite, in process, or missing. **Access** My Account to save your CLIO searches and renew or recall items.

The following schools have separate online catalogs for their collections: COLUMBIA LAW SCHOOL: PEGASUS www.law.columbia.edu/library/pegasus TEACHERS COLLEGE: EDUCAT http://educat.tc.columbia.edu JEWISH THEOLOGICAL SEMINARY: ALEPH http://alpha3.jtsa.edu

### **DATABASES & E-JOURNALS**

www.columbia.edu/library/databases www.columbia.edu/library/ejournals

Columbia University Libraries subscribes to more than 1,500 databases, such as *ProQuest, LexisNexis,* and *Web of Science*. Databases provide access to articles, indexes, reference materials, newspapers, primary documents, and image collections. The Libraries also subscribes to more than 115,000 e-journals, which can be browsed individually or searched collectively through databases.

Most e-resources can be accessed off-campus through the Libraries' website with your UNI and password.

### SUBJECT GUIDES

#### www.columbia.edu/library/subjectguides

Subject specialist librarians compile guides of recommended, authoritative resources—from reference materials to databases to websites—that give a useful overview of the major works in a field and strategies for further research. They cover a wide range of topics, such as graphic novels, alternative medicine, and New York City history and architecture.

### **COURSE RESERVES**

#### www.columbia.edu/library/coursereserves www.courseworks.columbia.edu

Course Reserves provides access to class materials an instructor has placed on reserve. Find the call number, location, and status ("available" or "checked out") for print reserves materials and links to e-reserves, when available. Students can check Course Reserves through *CourseWorks* or the Course Reserves web page. Materials on reserve circulate for a limited time (usually two hours) and e-reserves are available 24/7.



**DID YOU KNOW?** THE NEW CLIO BETA HAS ADDED FEATURES LIKE TEXTING A CALL NUMBER TO YOUR CELL PHONE.

## **REQUEST IT**

## **BORROW DIRECT**

#### www.columbia.edu/library/borrow\_direct

Need a book that is either checked out or not owned by Columbia? Borrow Direct enables you to search and request books from the circulating collections at Brown, Cornell, Dartmouth, Princeton, University of Pennsylvania, and Yale. Items generally arrive within four business days. All Columbia students, faculty, and staff with library borrowing privileges and an active e-mail account can use Borrow Direct.

### **INTERLIBRARY LOAN (ILL)**

#### www.columbia.edu/library/ill

The collections of libraries and research centers from around the world are available to you through Interlibrary Loan. Request articles, books, dissertations, media, and more. Articles often arrive in a few days, other items within two to three weeks (sometimes sooner, depending on availability). Items borrowed through ILL are often renewable. All Morningside students, faculty, and staff with library borrowing privileges and an active UNI and e-mail account are eligible for this service. (The Columbia Law, Health Sciences, and Teachers College libraries maintain separate ILL services.)

#### RECALL

#### www.clio.cul.columbia.edu

Recall any circulating item currently checked out to another patron by placing a recall request in CLIO. That patron has two weeks to return the item, at which point you will be notified to pick it up at the campus library you choose.

#### **DOCUMENT DELIVERY**

#### www.columbia.edu/library/document\_delivery

Document Delivery enables Morningside, Barnard, and UTS faculty and visiting scholars to request scans of articles and book chapters from Butler Library. Requests are placed through your Interlibrary Loan (ILL) accounts. Materials are delivered to your ILL account within 2-3 business days. You will be notified via e-mail when the article is ready to view.



**DID YOU KNOW?** • YOU CAN FIND FULL TEXT FAST USING GOOGLE SCHOLAR LOOK FOR THE "E-LINK @ COLUMBIA" TO LOG IN WITH YOUR UNI AND PASSWORD.

## COMPUTING, PRINTING, COPYING & SCANNING

## COMPUTER LABS ON THE MORNINGSIDE CAMPUS

www.columbia.edu/cuit

Columbia University Information Technology (CUIT) maintains computer labs on campus. Each offers a mix of Macintosh and Windows computers, software applications, and printing.

209, 212, 213 & 213A Butler Library 323 International Affairs Building 215 Lehman Library, 251 Engineering Terrace/Gussman Lab 200 & 300 Lerner Hall

The Digital Social Science Center

## **PRINTING AT THE LIBRARIES**

www.columbia.edu/library/faq

Printers are available in every library on campus. With your Columbia ID, print using your print quota. Purchase printing dollars online (www.columbia.edu/acis/facilities/printers/purchase.html), or go to 202 Philosophy Hall.

Color printing is available for a fee in 251 Mudd, Print Services in 106 Journalism, and the Digital Social Science Center (DSSC) in Lehman Library.

## PHOTOCOPYING AT THE LIBRARIES

#### www.columbia.edu/library/faq

There are photocopiers in every library. Your Columbia ID, with your Flex Account, is your photocopy card. Don't have a Columbia ID? You can still print by purchasing a Flex Card. Add money to your Flex Account or purchase a Flex Card at the following libraries:

Avery Architectural & Fine Arts Library Business & Economics Library Lehman Social Sciences Library Barnard College Library Butler Library

## SCANNING AT THE LIBRARIES

#### www.columbia.edu/library/faq

You can use scanners in these libraries: Avery Architectural & Fine Arts Library, The Burke Library, Digital Humanities Center, in Butler Library room 305, Digital Social Science Center, in Lehman Library, Periodicals & Microforms Reading Room, in Butler Library room 401



#### Area Studies (1)

www.columbia.edu/library/areastudies Librarian offices: Lehman Library 3rd Floor, International Affairs 212-854-3630

www.columbia.edu/library/africa African Studies, 308 International Affairs 212-854-8045

www.columbia.edu/library/jewish\_studies Israel & Jewish Studies, 304 International Affairs • 212-854-8046 www.columbia.edu/library/latinamerica

Latin American & Iberian Studies 307 International Affairs • 212-854-3630 www.columbia.edu/library/middleeast Middle East & Islamic Studies

303 International Affairs · 212-854-3995

www.columbia.edu/library/slavic Russian, Eurasian & East European Studies, 306 International Affairs 212-854-4701 www.columbia.edu/library/southasia South & Southeast Asian Studies, 305 International Affairs • 212-854-8401

#### Avery Architectural & Fine Arts Library (**2**)

www.columbia.edu/library/avery 300 Avery Hall • 212-854-3501

#### Barnard College Library (3)

www.barnard.edu/library Lehman Hall • 212-854-3846

#### The Burke Library at Union Theological Seminary (**4**)

www.columbia.edu/library/burke 3041 Broadway at 121st Street 212-851-5606

#### Business & Economics Library (5)

(Thomas J. Watson Library of Business & Economics) www.columbia.edu/library/business 130 Uris • 212-854-7804

#### Butler Library (6)

(Nicholas Murray Butler Library) www.columbia.edu/library/butler 535 West 114th Street Circulation · 212-854-2235 Library Information Office · 212-854-7309 History & Humanities Reference · 212-854-2241 Periodicals and Microforms Reading Room · 212-854-4704

#### Digital Humanities Center (DHC, formerly ETS) (**6**)

www.columbia.edu/library/dhc 305 Butler Library · 212-854-7547

## Digital Social Science Center (DSSC) (1)

www.columbia.edu/library/dssc 323 International Affairs • 212-854-8043

#### East Asian Library (7)

(C. V. Starr East Asian Library) www.columbia.edu/library/eastasian 300 Kent Hall • 212-854-4318

#### Engineering Library (8)

(Ambrose Monell Engineering Library) www.columbia.edu/library/engineering 422 Mudd • 212-854-2976 or -3206

#### Geology Library (9)

www.columbia.edu/library/geology 601 Schermerhorn • 212-854-4713

#### Geoscience Library\*

www.columbia.edu/library/geoscience Lamont-Doherty Earth Observatory Palisades, NY • 845-365-8808 or tie line 95-8808

#### Health Sciences Library\*

(Augustus C. Long Health Sciences Library) www.columbia.edu/library/hsl 701 West 168th Street • 212-305-3605

#### Integrated Science Library (10)

(Opening 2011) 4th floor, Northwest Corner Building 212-854-5588

#### Jewish Theological

Seminary Library (11) www.jtsa.edu/Library.xml 3080 Broadway • 212-678-8082

#### Journalism Library (12)

www.columbia.edu/library/journalism 204A Journalism · 212-854-0390

#### Law Library (13)

(Arthur W. Diamond Law Library) www.columbia.edu/library/law 300 Greene, Law School • 212-854-3922

#### Lehman Social Sciences Library (1)

www.columbia.edu/library/lehman 300 International Affairs • 212-854-3794

#### Library Information Office (LIO) (6)

www.columbia.edu/library/lio 201 Butler · 212-854-7309

#### Mathematics & Science Library (14) www.columbia.edu/library/math 303 Mathematics • 212-854-4712

#### Milstein Library (6)

(Philip L. Milstein Family College Library) www.columbia.edu/library/milstein 2nd, 3rd, 4th Floors Butler · 212-854-0520

#### Music & Arts Library (15)

(Gabe M. Wiener Music & Arts Library) www.columbia.edu/library/music 701 Dodge • 212-854-4711

#### Offsite Shelving (ReCAP)\*

(Research Collections and Preservation Consortium Offsite Shelving) www.columbia.edu/library/recap Princeton University Forrestal Campus Plainsboro, NJ · 212-851-5621 (Columbia contact)

#### Oral History Research Office (6)

www.columbia.edu/library/oralhistory 801 Butler • 212-854-7083

#### Rare Book & Manuscript Library (6)

www.columbia.edu/library/rbml 6th Floor East, Butler • 212-854-5153

#### Social Work Library (16)

www.columbia.edu/library/socialwork 2nd Floor, 1255 Amsterdam Avenue 212-851-2194

#### Teachers College, Gottesman Libraries (**17**)

http://library.tc.columbia.edu Russell Hall • 212-678-3494

#### University Archives (6)

www.columbia.edu/library/uarchives RBML, 6th Floor East, Butler 212-854-3786

\*Not on Morningside campus

## STUDY SPACES www.columbia.edu/library/study\_spaces

The Libraries offers a variety of study spaces to suit your mood.

**QUIET STUDY:** There are dozens of quiet places to study on campus.

- Avery Architectural & Fine Arts Library
- The Burke Library at

- Lehman Social Sciences Library
- C.V. Starr East Asian Library
- Geology Library

Union Theological Seminary ••• Butler Library [Rooms 212•, 301•, 310•, 502-504•, 601•, 602•, 603•, 604•, 607•, Butler Stacks•]

SOCIABLE: Feel free to carry on a conversation in these libraries.

- Business & Economics Library
- ••• Butler Library [Rooms 202•, 209•, 213•, CUIT lab]
- Social Work Library

**GROUP STUDY:** Individuals using group study spaces will be asked to move to accommodate a group.

••• Butler Library houses self-monitored group study rooms in 403A•, 404•, 405•, 407•, 408•, 409A•, 502•.

• Lehman Social Sciences Library offers an open group-study room, with some cubicles for privacy. Some tables are equipped with chalk boards and 24-inch monitors that you can connect to your laptop.

## LATE NIGHT:

••• Butler Library is open 24/7 during the fall and spring semesters. Many libraries offer extended hours during midterms and finals, and some academic buildings open classrooms for studying. Check www.columbia.edu/library/hours for details.



**ROOM WITH A VIEW:** Visit these libraries, offering windows looking out onto beautiful natural and urban settings.

• Music & Arts Library, Dodge Hall: A bird's-eye view of campus.

• Social Work Library: Pull up a chair and take in sweeping views of Morningside Heights.

••• Butler Library: North-facing reading rooms on the fourth, fifth, and sixth floors offer a picturesque view of Low Library.

**NEAR FOOD:** These libraries are close to the cafés and dining halls on campus. • Avery Library – Brownie's Café, Avery Hall

••• Butler Library – Blue Java Coffee Bar, Butler Library [Butler Lounge•,

- room 202•]; also near John Jay Dining Hall and Lerner
- Journalism Library Blue Java Coffee Bar, Journalism Building
- Business & Economics Library Uris Deli, Uris Hall
- Music Library Blue Java Coffee Bar, Dodge Hall
- Engineering Library Carleton Lounge, Mudd Building
- Social Work Library Blue Java Coffee Cart, Social Work Building
- LIBRARY RED ZONE: No food or drink
- LIBRARY YELLOW ZONE: No food, drinks in spill-proof mugs only
- LIBRARY GREEN ZONE: Food and drink allowed

## SPECIALIZED SERVICES

#### DSSC

323 Lehman Library, SIPA Building www.columbia.edu/library/dssc



## DIGITAL SOCIAL SCIENCE CENTER



#### **Eric Glass** GIS/MAP LIBRARIAN

The DSSC brings together people, technology, and information resources in an environment where users can work collaboratively, individually, or in consultation with a librarian and/or technology specialist. Among the specialized services, the DSSC features:

• Librarians and staff to assist users with information resources in the social sciences, including social science literature in all formats, U.S. government documents, and numeric and spatial data resources • Computer workstations with statistical and mapping software; some are set up for individual work and some have seating and equipment designed for collaborative study and research • Flatbed scanners and printers, including a color printer • Group study tables with monitors you can connect to your laptop • A presentation room where students can assemble and practice individual or group presentations • Electronic Data Service (EDS), a space dedicated to those doing quantitative analysis using statistical software like SPSS or Stata, or mapping with software like ArcGIS; and EDS staff can help users find, understand, and format data.

The DSSC is a joint project of the Libraries and CUIT and is located adjacent to a CUIT lab with forty-four additional computer workstations.

## DHC

(formerly Electronic Text Service) Butler Library, Room 305 www.columbia.edu/library/ets



## DIGITAL HUMANITIES CENTER



#### **Bob Scott**

HEAD, DIGITAL HUMANITIES CENTER

The DHC provides in-depth support to researchers in the humanities working with digital texts, and still and moving images. Services at the DHC include:

• Research assistance from librarian subject specialists offering specialized assistance in using the libraries' online primary and

secondary source collections • Workshops on research methods and advanced software • Flatbed, film, and large book scanners • Mac workstations for digital video editing with FinalCut Pro • Software for editing texts and images, citation management, and textual and qualitative analysis. Software available includes ABBYYFineReader, Adobe Creative Suite, oXygen, EndNote, RefWorks, Zotero, Filemaker Pro, NVIVO, and WordSmith • A substantial collection of digitized primary sources, available for onsite use only.

## SPECIAL COLLECTIONS

Special and distinctive collections include both rare materials and collections of materials that offer a comprehensive view of a subject, organization, or historic person. The special collections at Columbia encompass a broad range of treasures, including music scores, rare books, archives, manuscript collections, art works and prints, photographs, films, architectural drawings, scientific instruments, and realia. The libraries mentioned here house the major collections of special materials on campus, though rare and special materials are found throughout the Libraries.

*The Archival Collections Portal* (www.columbia.edu/library/archival) is a great place to begin exploring the special collections at Columbia, allowing you to search for the archival finding aids of collections across six libraries.

Archivists, librarians, and curators can help you navigate the breadth and depth of special collections at Columbia.



AREA STUDIES www.columbia.edu/library/areastudies

AVERY ARCHITECTURAL & FINE ARTS LIBRARY www.columbia.edu/library/avery

THE BURKE LIBRARY AT UNION THEOLOGICAL SEMINARY www.columbia.edu/library/burke

THE CENTER FOR HUMAN RIGHTS DOCUMENTATION AND RESEARCH www.columbia.edu/library/humanrights

C.V. STARR EAST ASIAN LIBRARY www.columbia.edu/library/eastasian

RARE BOOK & MANUSCRIPT LIBRARY www.columbia.edu/library/rbml

UNIVERSITY ARCHIVES www.columbia.edu/library/uarchives



Janet Parks CURATOR OF DRAWINGS & ARCHIVES AVERY ARCHITECTURAL & FINE ARTS LIBRARY



**Jocelyn Wilk** 

ARCHIVIST RARE BOOK & MANUSCRIPT LIBRARY

#### DIGITAL COLLECTIONS www.columbia.edu/library/digital

Digital Collections and Online Exhibitions are drawn from the rich archival, oral, and manuscript collections across Columbia University Libraries. With the click of a mouse you can access woodcuts used in folk religious practices in 1930s Beijing, historic real estate brochures from Brooklyn, theatre models from the early 20th century, oral histories of New York political, social, and cultural leaders, and much more.