

# COLUMBIA UNIVERSITY LIBRARIES

[www.columbia.edu/library](http://www.columbia.edu/library)



## Top 10 things you need to know about the Libraries:

**10.** Your Columbia ID card is your library card and your photocopy card. Your network ID (UNI) and password enable you to use many library online services.

[uni.columbia.edu](http://uni.columbia.edu)

**9.** There are 25 Columbia and affiliate libraries available to you. Learn more about them by visiting their web pages or stopping by.

**8.** Butler Library has 24-hour study rooms; a 24-hour CUIT lab; a lobby Information desk; the Reserves desk; the Reference desk; and a coffee bar.

[www.columbia.edu/library/butler](http://www.columbia.edu/library/butler)

**7.** An enormous amount of information, available from on or off campus, is just a click away on the Libraries' website.

[www.columbia.edu/library](http://www.columbia.edu/library)

**6.** CLIO, the online catalog, is your starting point for finding materials in the Libraries' collections.

[www.clio.columbia.edu](http://www.clio.columbia.edu)

**5.** You can access your Reserves readings from CourseWorks or from CLIO.

**4.** To see all of our most important electronic resources, click on Databases from the E-Resources menu or the QuickSearch link.

[www.columbia.edu/library/databases](http://www.columbia.edu/library/databases)

**3.** Become a power user of our library resources or learn how to use one of our many software tools; take a free library workshop.

[www.columbia.edu/library/workshops](http://www.columbia.edu/library/workshops)

**2.** Please be considerate of others while studying. Remember to take all of your belongings with you when you leave the library, and use a spill proof mug.

**1.** Librarians are here to help you. Just Ask Us!

[www.columbia.edu/library/ask](http://www.columbia.edu/library/ask)

Have a question?

**Ask me!**



**Anice Mills**

Undergraduate Librarian

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## Do the Right Thing

### Be Ethical...

#### Academic Integrity Matters

An essential part of the writing process involves documenting your research and acknowledging the ideas of others. Use ethical research practices and avoid disciplinary action or legal consequences. Whenever you use information found in electronic resources make sure to cite your sources and respect intellectual property. Use programs like RefWorks or Endnote, which are available to you for free, to format your citations automatically.

### Give credit where credit is due...

Plagiarism is the failure to acknowledge ideas or words that are not your own. Avoid plagiarism. Any phrase or idea, in any format, that you use from online or printed sources must be attributed to the original author/creator of the work. Examples of copyrighted materials include:

- Text from online and printed books and articles
- Images, photos, maps, drawings, logos, films, DVDs, videos
- Websites (both content and design)
- Quotes from e-mails, blogs, and online chats

### To learn more...

Document Your Research:  
Use the Bedford Handbook  
[www.dianahacker.com/resdoc](http://www.dianahacker.com/resdoc)

RefWorks:  
[www.columbia.edu/cu/lweb/help/howto/endnote](http://www.columbia.edu/cu/lweb/help/howto/endnote)

Copyright Information:  
[www.columbia.edu/cu/policy/copyright-info.html](http://www.columbia.edu/cu/policy/copyright-info.html)

## Did you know...

there are 25 Libraries at Columbia

our collections hold more than 9.5 million books

we have over 80,000 journals and 100,000 videos, DVDs, CDs and sound recordings

there are more than 40 subject specialist librarians to help you with your research

there are nearly 200,000 government documents at the Libraries

you can IM the library to ask a question

Butler Library is open 24x7 during the semester

