

# Library Resources at USF

- The Gleeson Library | Geschke Center's website at [www.usfca.edu/library](http://www.usfca.edu/library) links users to information about the library's hours, departments, and services
- USF is a private institution and access to the library by the general public is limited. USF patrons must bring their USF ID to the library. It is used as a "swipe card" to enter the building, functions as a library card to check out materials, and can pay for photocopies and printing with DONS Dollars.

## **LIBRARY HOURS**

<b>8 AM - Midnight</b>	<b>Monday - Thursday</b>
<b>8 AM - 8 PM</b>	<b>Friday</b>
<b>10 AM - 8 PM</b>	<b>Saturday</b>
<b>Noon - Midnight</b>	<b>Sunday</b>

**Library Atrium open 24 hours during Fall and Spring Semesters.**

*Note that hours vary during finals, holidays, intersession, and summer. For current hours, call 422-2044.*

## **LIBRARY BUILDING LAYOUT**

<b>Lower Level</b>	Book Stacks (Call Numbers A-G), USF Dissertations and Selected Masters Theses, University Archives, Group Study Rooms (Collaboratory)
<b>1st Floor</b>	Circulation Desk, Reserve Desk, Reference Desk, Government Documents, Atrium, Thacher Gallery, Disability-Related Services Room, Color/Black & White Photocopiers, Public Telephones, ITS-managed computers, Electronic Classroom
<b>2nd Floor</b>	Periodicals Desk and Periodicals Stacks, Photocopiers, Group Study Rooms, Books Stacks (Call Number H), ITS-managed computers
<b>3rd Floor</b>	Book Stacks (Call Numbers J-Z), Rare Book Room, Folio (oversized books), Group Study Rooms
<b>4th Floor</b>	Faculty Offices

## **CIRCULATION OF MATERIALS & RESERVES**

The normal loan period is 30 days for undergraduates, graduates, and University staff. The loan period for Ed.D students is one semester; for faculty, one academic year. Materials may be renewed online through your library record in *Ignacio*, the online catalog (<http://ignacio.usfca.edu>), or in person at the Circulation Desk. All materials are subject to recall. RESERVE materials circulate from 2 hours to 1 week; some may be "library use only." There are fines for overdue materials, so please return/renew materials on time. For more information on Circulation policies, see *Borrowing & Returning* on the library's home page or contact the Circulation Department at **(415) 422-2660**.

## **REFERENCE & RESEARCH SERVICES**

*Ignacio* is the library's online catalog of books, periodicals, videos, and other materials. To find books in the library, you will first need to search *Ignacio*. There is a link for *Ignacio* from the library's home page, or you can access it directly at <http://ignacio.usfca.edu>.

The library has over 100 electronic databases (many full-text) covering a wide range of subjects including business, economics, education, environmental sciences, health sciences, Latin American studies, life sciences, mathematics, nursing, philosophy, psychology, religion, sociology, and women's studies, as well as general periodicals and newspapers. Electronic databases and paper indexes are used primarily to find journal and newspaper articles. Online databases and other reference sources can be accessed on the *Start Your Research* web page: <http://www.usfca.edu/library/research>. Online databases may be accessed remotely as well. For assistance, call the Reference Desk at **(415) 422-2039**.

## **INTERLIBRARY LOAN**

Students, faculty, and staff may request books, photocopies of articles, and dissertations not available at the Library. Materials take 2-3 weeks to arrive and may require a fee. For more information or to submit request forms online, see *Interlibrary Loan* on the Library's home page.

The Library has a service called **Link+** that allows USF patrons to electronically request **books** that are checked out or that we do not own and have them quickly delivered to the Library. The time between making a request for an available item and picking up the item is approximately 4 business days. For more information on **Link+**, go to <http://www.usfca.edu/library/linkplus.html>.

CPS students taking classes at regional campuses should request materials through Document Delivery. For more information, click on *Regional & Distance Services* on the Library's home page.

## **GOVERNMENT INFORMATION**

The Government Documents Room, located adjacent to the Reference area, houses primarily federal government documents; however, government documents from all jurisdictions are found throughout the Library. The Library is a selective depository for publications issued by U.S. Government agencies. For research assistance with this collection, please consult a Reference Librarian. For more information, visit the Government Information website by clicking on *Library Information* on the Library's home page, then *Government Documents*, or call **(415) 422-2040**.

## **PERIODICALS/MICROFORMS**

The periodicals (newspapers, magazines, and journals) and microform collections are housed on the 2nd floor of the Library. There is a service desk on that floor if you need help locating a periodical. For more information, click on *Library Information*, then *Periodicals* from the Library's home page, or call **(415) 422- 2051**.

## **RARE BOOK ROOM**

The Donohue Rare Book Room is located on the 3rd Floor of the Library and is open Monday, Tuesday, Wednesday, and Friday, 9 AM to 5 PM and Thursday 11 AM to 7PM. For more information, click on *Library Information*, then *Rare Book Room* from the Library's home page, or call **(415) 422-2036**.