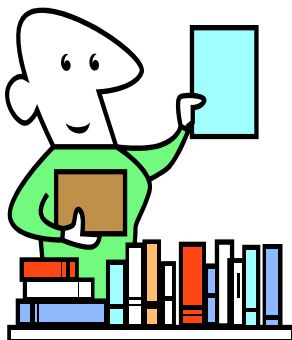


Library Guide for MBA Students



Welcome to USF! We hope your time here will be happy and productive. The Gleeson Library/ Geschke Center's web site at <http://www.usfca.edu/library> will link you to information on 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 be used to pay for photocopies and printing with DONS Dollars added to your account.

LIBRARY HOURS

8 AM - Midnight
8 AM - 8 PM
10 AM - 8 PM
Noon - Midnight

Monday - Thursday
Friday
Saturday
Sunday

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, or check the library web site at: <http://www.usfca.edu/library/> and click on "Hours."

LIBRARY BUILDING LAYOUT

Lower Level Book Stacks (Call numbers A-G), USF dissertations and selected Masters theses, University Archives, Group Study Area

1st Floor Circulation Desk, Cash2Card machine, Reserve Desk, Reference Desk, Reference computers, Government Documents, Atrium, Thacher Gallery, Disability-Related Services Room, Photocopiers, Public Telephones, ITS-managed computers, Electronic Classroom

2nd Floor Periodicals Desk and Periodicals Stacks, Photocopiers, Group Study Rooms, Book Stacks (Call number H), ITS-managed computers

3rd Floor Book Stacks (Call numbers J-Z), Rare Book Room, Folio (oversized books), Group Study Rooms available

CIRCULATION OF MATERIALS & RESERVES

The normal loan period is 30 days for undergraduates, graduates, and University staff. 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 and 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 & Renewing* on the Library's home page or contact the Access Services Department at **422-2662**.

FINDING BOOKS AND ARTICLES IN THE LIBRARY

Ignacio is the Library's online catalog of books, periodicals, videos, and other materials. Most of the time, to find books in the Library, you will 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 of which are full-text) covering a wide range of subjects including business, economics, education, environmental sciences, health sciences, Latin American studies, life sciences literature, mathematics, nursing, philosophy, psychology, religion, sociology, and women's studies as well as general periodicals and newspapers. Electronic databases and 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/index.html>. Online databases are available remotely as well, by typing in your first and last name and your campus I.D. For assistance, call the Reference Desk at: **415-422-2039**.

INTERLIBRARY LOAN AND LINK+

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 don't 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>.

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. Also 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 Library's periodical (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* on the library's home page, or call **422-2051**.

RARE BOOK ROOM

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

REFERENCE AND RESEARCH SERVICES: How to get help!

There are several ways to obtain assistance from a Reference Librarian. Descriptions of services are below, and you can also access these services at: <http://www.usfca.edu/library/ask.html>

For immediate help when the library is open:

In person at the Gleeson Library/Geschke Center Reference Desk:

The Reference Desk is staffed at all hours that the library is open, either with library staff or students. For library staff, please visit the desk between the following hours:

Mondays-Thursdays from 8 AM-9:30 PM

Fridays from 8 AM-6 PM

Saturdays from 10 AM-6 PM

Sundays from 12:30-8:30 PM

Or visit whenever the library is open.

Telephone:

The Reference Desk is staffed at all hours that the library is open, either with library staff or students. For telephone assistance from a library staff member, please call the desk at

415-422-2039 between the following hours:

Mondays-Thursdays from 8 AM-9:30 PM

Fridays from 8 AM-6 PM

Saturdays from 10 AM-6 PM

Sundays from 12:30-8:30 PM

Or call whenever the library is open.

Instant Messaging:

Instant Message us for help with simple / basic questions. You can use the following IM services:

AIM: LibraryUSF

Yahoo: LibraryUSF

MSN: reference@usfca.edu

Google: LibraryUSF

ICQ: 336141379

Jabber: LibraryUSF@jabber.org

Available during regular library hours:

Monday - Thursday: 8 AM to 9:30 PM

Friday: 8 AM to 6 PM

Saturday: 10 AM to 6 PM

Sunday: 12:30 to 8:30 PM

For help when you've got a little more time:

Email:

You can send a question to the Reference Desk by email, and your email will be answered within one business day. To email a question to the Gleeson Library Reference Desk go to:

<http://www.usfca.edu/library/eref.html>

One-on-one research sessions: Meet with a Librarian:

Sometimes your research requires more intensive work with a librarian, and it becomes useful to meet one-on-one for in-depth help with your research. These sessions can be general ("How can I get full-text articles from the library's databases?") or specific ("I need information on this particular topic."). To submit a request for a one-on-one research session, go to: <http://www.usfca.edu/library/extra.html> and fill in the online form. **NOTE:** Please give us at least 48 hours to schedule your appointment, so that we make sure someone is available. Same day appointments are not available, for same day help.

For immediate help any time (when the library is open or closed!):

Online 24/7 reference service:

Online 24/7 is a reference service provided by Jesuit colleges and universities throughout the country. You can ask research questions through a real-time instant messaging service. Following a chat session, you will receive a transcript of the online discussion via email. To access this service, please go to: <http://www.usfca.edu/library/ask.html> and click on *Online 24/7*. Please use Internet Explorer when using Online 24/7.

RESEARCH GUIDES

Subject specific research guides, including business research guides, are available at: <http://www.usfca.edu/library/handouts/index.html>

STUDY AREAS AND GROUP STUDY ROOMS

There are quiet study areas as well as group study rooms available in the library. For more information and to reserve a group study room please visit: <http://www.usfca.edu/library/study.html>

CITING SOURCES

Information on print and online style guides, including APA, MLA and Chicago/Turabian can be found on the library's web site. Here you will find examples, rules, and links to other resources on citing: <http://www.usfca.edu/library/research/documentingsources.html>