

Library Guide for USF Employees

Gleeson Library / Geschke Center's services and materials are available to all USF employees for personal and professional use. The Library's website at www.usfca.edu/library links users to information on the library's hours, departments, and services.

All library patrons must bring their USF ID to the library. Use it as a "swipe card" to enter the building, as a library card to check out materials, and as a debit card to pay for photocopies and printing with DONS Dollars.

LIBRARY HOURS

Monday - Thursday	8 AM - Midnight
Friday	8 AM - 8 PM
Saturday	10 AM - 8 PM
Sunday	Noon - Midnight

Library Atrium open 24 hours during Fall and Spring semesters.
Hours vary during finals, holidays, intersession and summer.

Tours of the Library are held on the first Monday of every month at 3 p.m. Meet in the lobby.

Finding Books and Other Media

Ignacio is the Library's online catalog of books, periodicals, videos, maps, dissertations, and other materials. Search Ignacio from the library's home page www.usfca.edu/library, or go to ignacio.usfca.edu to search it, check your library record, browse a list of library videos, and more. In case a book is checked out or we don't own it, Ignacio provides links to a service called **Link+** that allows users to request books from other libraries electronically. Delivery time is about four business days. For more information on Link+, go to www.usfca.edu/library/linkplus.html.

Finding Articles

The library has over 100 electronic databases that can be used to find journal and newspaper articles covering a wide range of subjects. Find our online databases and other reference sources on the **Start Your Research** web page: <http://www.usfca.edu/library/research>. To find a particular journal, newspaper, or magazine, use the **Journal Finder**, on the library's home page, or www.usfca.edu/library/research/journalfinder.html. For access from home or office, use your USF Connect login. For assistance, call the Reference Desk at **422-2039**.

Borrowing & Reserves

The normal loan period for books is 30 days for University staff. Materials may be renewed online through your library record in Ignacio, the online catalog (ignacio.usfca.edu). There are fines for overdue materials, so please return/renew materials on time. For more information, click on **Borrowing & Renewing** on the library's home page or contact the Access Services Department at **422-2660**.

If the materials you want are NOT at USF

Journal articles and dissertations not available at USF and books that can't be checked out through Link+, can usually be obtained via **Interlibrary Loan**. Materials take 2-3 weeks to arrive and may require a fee. For more information or to submit requests online, see **Interlibrary Loan** on the library's home page.

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 to assist you. For more information, click on **Library Information** on the Library's home page, then **Periodicals**. Or call **422-2051**.

