

Library Resources at USF

- The Gleeson Library | Geschke Center's web site at 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

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

Library Atrium open for study 24 hours, 7 days a week

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

LIBRARY BUILDING LAYOUT

Lower Level	Book Stacks (Call numbers A-G), University Archives, Group Study Room, Quiet Study Area, and Academic Support Services
1st Floor	Circulation Desk, Reserve Desk, Reference Desk, Government Documents, Atrium, Thacher Gallery, Disability-Related Services Room, Photocopiers, Public Telephones, ITS-managed Computer Lab, Electronic Classroom, and Conversation Study Areas
2nd Floor	Periodicals Desk and Periodicals Stacks, Photocopiers, Group Study Rooms, Book Stacks (Call number H), ITS-managed Computer Lab, Conversation and Quiet Study Areas
3rd Floor	Book Stacks (Call numbers J-Z), Rare Book Room, Folio (oversized books), Group Study Rooms, Silent Study Area
4th Floor	Adjunct Faculty Offices and Quiet Study Area

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, go to *Borrowing & Renewing* under the menu *Services* on the library's home page or contact the Access Services Department at **422-2662**.

REFERENCE AND RESEARCH SERVICES

Ignacio is the library's online catalog of books, periodicals, videos, and other materials. To find books in the library, you 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, 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 from the library's home page at <http://www.usfca.edu/library>. Online databases may be accessed remotely as well. For assistance, call the Reference Desk at **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, go to *Interlibrary Loan* under the menu *Services* 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/access_services/Link_Plus/.

Students taking classes at regional campuses should request materials through Document Delivery. For more information, go to the *Regional Libraries* menu 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, go to *Government Information* under the menu *Research & Collections* on the library's home page or call **422-2040**.

PERIODICALS/MICROFORMS

The 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, visit <http://www.usfca.edu/Library/Periodicals/> or call **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 7 PM. For more information, go to *Donohue Rare Book Room* under the menu *Research & Collections* on the library's home page or call **422-2036**.