

# 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](http://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**

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

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](http://www.usfca.edu/library), or go to [ignacio.usfca.edu](http://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](http://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](http://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](http://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 2<sup>nd</sup> 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**.

## Government Information

The Library is a depository for publications issued by U.S. government agencies. The Government Documents Room, located adjacent to the Reference area, houses most of the library's government documents, which are cataloged in Ignacio and can be checked out at the Circulation Desk. For assistance please consult a Reference Librarian. For more information, click on **Library Information** on the Library's home page, then **Government Documents**, or call **422-2040**.

## Rare Book Room

The Donohue Rare Book Room houses the Library's special collections which include rare books, prints, and literary and historical manuscripts. Exhibitions are displayed regularly and may be viewed during regular Rare Book Room hours: Monday, Tuesday, Wednesday, and Friday, 9 AM to 5 PM and Thursday 11 AM to 7PM. The Donohue Rare Book Room is located on the 3rd Floor of the Library. For more information, click on **Library Information** on the Library's home page, then **Rare Book Room**, or call **422-2036**.

## Self-help: Research Guides

Subject-specific research guides are available at [www.usfca.edu/library/handouts/index.html](http://www.usfca.edu/library/handouts/index.html).

## Computers and Network Access in the Library

PCs and Macs with Web access, word processing, and other applications are available in the Reference Room as well as in both of the two ITS-managed computer labs in the library. Wireless access is available throughout the library.

## Need help? Ask a Librarian

There are several ways to get help. Access these services at [www.usfca.edu/library/ask.html](http://www.usfca.edu/library/ask.html).

### In person

The Reference Desk is staffed at all hours the library is open by librarians, library assistants, or student assistants. For help from a librarian or library assistant, please visit the desk between the following hours:

Mon – Thurs	8 AM – 9:30 PM
Fri	8 AM – 6 PM
Sat	10 AM - 6 PM
Sun	12:30 – 8:30 PM

### Email

Send a question to a reference librarian, and your email will be answered within one weekday. Email us at [reference@usfca.edu](mailto:reference@usfca.edu) or fill out the online form.

### Phone

Call the Reference Desk at **415-422-2039**. If the library is not open, you may leave a message and someone will return your call when the library reopens.

### IM (Instant Messaging) & Online 24/7

Chat in real-time with a librarian. Use IM during library hours to chat with a librarian at Gleeson Library/Geschke Center. The library's IM screen names are at [www.usfca.edu/library/ask.html](http://www.usfca.edu/library/ask.html). When the library is closed, use Online 24/7.

### Meet with a Librarian

Meet one-on-one for in-depth help with your research. To submit a request for an appointment, go to: [www.usfca.edu/library/ask.html](http://www.usfca.edu/library/ask.html) for an online form.