

COMPUTERS & PRINTING

- PCs and Macs with Internet access and standard desktop software.
- B/W and color laser printers.
- PC laptops, Ethernet cables, and headphones available for checkout at the Circulation Desk for use in the library.
- ITS Help Desk open evenings and weekends in the library.

LAPTOP CONNECTIONS

- USFWireless access throughout the library and Atrium.
- Internet access via Ethernet ports on the 1st and 2nd floors.

PHOTOCOPIERS

- B/W photocopiers on the 1st and 2nd floors; one color photocopier on the 1st floor.

GROUP STUDY ROOMS

- Reserve a room in person at the Circulation Desk with your USF ID card.

ATRIUM

- 24/7 silent study in the Atrium during the school year.

Reference Desk
(415) 422-2039
reference@usfca.edu

Access Services/Circulation Desk
(415) 422-2662
access_services@usfca.edu

Interlibrary Loan/ILLiad
(415) 422-2662
ill@usfca.edu

Periodicals Desk
(415) 422-2051

Library Hours
(415) 422-2044

Donohue Rare Book Room
(415) 422-2036

Thacher Gallery
(415) 422-5178

USF Book Store
(415) 422-6493
bookstore@usfca.edu

One Card Office
(415) 422-7663
onecard@usfca.edu

ITS Help Desk
(415) 422-6668
itshelp@usfca.edu



Gleeson Library | Geschke Center
2130 Fulton St.
San Francisco, CA 94117
www.usfca.edu/library

Educating Minds and Hearts to Change the World



STUDENTGUIDE

Student Guide to Gleeson Library / Geschke Center

Mon-Thurs	8AM - Midnight
Friday	8AM - 8PM
Saturday	10AM - 8PM
Sunday	Noon - Midnight

Hours vary during semester breaks, summer, and holidays.

www.usfca.edu/library

START YOUR RESEARCH

- Find articles, statistics, and more from the library’s Web site. Go to *Research & Collections > Start Your Research*. Choose a subject and a library database, then search.
- Access library databases off campus using your library record login.



IGNACIO:LIBRARY CATALOG

- Search for books, journals, videos, and other materials the library owns from the library’s home page.

LINK+

- Request books that are checked out or not available at USF from other libraries. They arrive fast—in about 4 business days.

INTERLIBRARY LOAN/ILLIAD

- Get journal articles, dissertations, and other items not at USF.

ASK A LIBRARIAN

Get help from librarians who are specialists in finding information.

- Drop by, call, email, IM, or log on to *Live 24/7*.
- Schedule an appointment to meet individually or in small groups with a librarian.
- Consult research and database guides created by librarians.

BORROWING & RENEWING

Loan Periods		
Books	Loan Period	Renewals Allowed
Undergraduates	30 days	3
Graduates	30 days	3
Doctoral students	1 semester	2
DVDs/Videos	1 week	3

Overdue Fines	
Books/DVDs/Videos	\$0.50/day
Link+ & Recalled Books	\$1/day
Reserves	\$1/hour
Reserves (1 week checkout)	\$1/day

COURSE RESERVES

- Find course reserves by instructor or course name on the library’s home page using your library record login.
- View reserve readings online or borrow them at the Circulation Desk.

USF ID CARD

Use your valid USF ID card to:

- Enter the library.
- Check out books and videos at the Circulation Desk, 1st floor.
- Pay for printing and copying with Don Dollars. Deposit cash to your account using the Cash2Card machine in the lobby or make an online deposit.

VIEW YOUR LIBRARY RECORD

Log into your library record to:

- View items you have checked out and renew them online.
- Check the status of Link+ requests and holds.
- Track your Interlibrary Loan/ILLiad requests.
- Pay overdue fines online.