



The Library Guide

UMDNJ Health Sciences Library at Stratford

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www3.umdj.edu/stlibweb

2007/2008



LIBRARY HOURS

Monday-Thursday.....8:00 AM - 11:00 PM
 Friday.....8:00 AM - 6:00 PM
 Saturday.....9:00 AM - 5:00 PM
 Sunday.....1:00 PM - 8:00 PM
 (Holiday hours are posted at the entrance)



LIBRARY STAFF

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 Reference
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TELEPHONE NUMBERS

[856 Area Code]

Circulation..... 566-6800
 566-6809
 Document Delivery..... 566-6775
 566-6808
 Reference..... 566-6810
 Director..... 566-6802
 Microcomputer Lab..... 566-6765

WHERE IS THE LIBRARY?

The UMDNJ Health Sciences Library at Stratford is located on the ground floor of the UMDNJ-SOM Academic Center, One Medical Center Drive.

The Library serves the faculty, staff and students of all UMDNJ schools and campuses, and administrators, physicians and staff of the Kennedy Health System.

The Library houses over 30,000 volumes, including books and journals in the health sciences. It has a seating capacity of 120, including many individual study carrels. More than 40 computers are available for use in the Library. The Microcomputer Lab resources include PCs with numerous software applications ranging from patient simulations to general applications software. Laptops configured for wireless access through the campus wireless network are available for use in the Library.

CIRCULATION POLICIES

All patrons must confirm registration with the Library in order to borrow materials, use computer resources or access online resources from off campus. Patrons must present their own ID badge when requesting materials from the Reserve Collection or when signing out materials. Borrowers may have a maximum of 12 items checked out at a time. Borrowing periods for Library materials are listed below:

Books:	four weeks; one renewal
New Books:	four weeks; no renewal
Audiovisuals:	one week; no renewals
Reserve:	in-house use only; 2 hours
Journals:	in-house use only
Reference materials:	in-house use only
Board Review materials:	one week; no renewals
Laptop Computers	in-house use only; 2 hours

Materials borrowed from the Library may be returned in the book drop located at the Library entrance or at the Circulation Desk.

This guide also appears on the Library's Web site at:

<http://www3.umdj.edu/stlibweb/info.htm>

LIBRARY RESOURCES

Reserve Collection

The print Reserve Collection is located behind the Circulation Desk in the Library. All books, reprints, and media required or recommended by faculty for their courses are available in the Reserve Collection. A list of required and recommended books, some with full text links, is available via the Academic Resources link on the Library's Web site. Some supplemental resources are also available on Reserve.

Items in the print Reserve Collection may be borrowed for use in the Library. Users must present their barcoded ID badge when requesting materials. The badge will be held until the borrowed material has been returned. The loan period for Reserve items is two hours, with the option to renew for an additional two hours if the item has not been requested by another patron. Users may borrow a maximum of two items at a time.

Duplicate materials in the Reserve collection may be borrowed overnight and may be reserved for overnight use on a same-day basis. One copy of each Reserve item must remain in the Library for in-house use. Available materials may be checked out during the last half hour that the Library is open and MUST be returned within the first half hour of opening the following day. Failure to follow this return policy will result in fines of \$5.00 per hour that the item is late, up to a maximum of \$20.00 per day. Borrowers who incur overnight fines twice during a semester will have their overnight borrowing privileges revoked for the remainder of that semester.

The Library works with faculty to place course-related materials on the Web. Click on the Academic Resources link on the Library's home page for supplementary readings, previous exams, links to electronic reserves and other materials for specific courses.

Online Catalog

The UMDNJ online catalog, Voyager, provides access to the combined resources of the UMDNJ Libraries. This tool allows users to locate materials available on all campuses, including books and journals (in print and electronic formats), audiovisual materials and software. The catalog is accessible via the Library's home page.

For information about how to access materials from other UMDNJ campus libraries, please see the Document Delivery section elsewhere in this guide.

Electronic Journals

The Library subscribes to over 12,000 full-text online journals, primarily in the basic and clinical sciences. A listing of online journals is available on the Library's Web site. Access is also available through the online catalog. Direct links to the full text of online journals is often available through a database search.

Electronic Books

The Library has developed a collection of approximately 420 online books to meet the needs of the students and faculty in all programs on the Stratford Campus. *Harrison's Textbook of Internal Medicine Online, Clinical Evidence, DSM-IV-TR* and *ACS Surgery* are just a few examples of the diverse resources included in this collection. Many of the online titles are among the required and recommended resources identified by faculty members in each of the academic programs. The titles in the electronic book collection are available through both the online catalog and the E-Books link on the Library's home page.

Databases

Through its Web site, the Library provides access to a large collection of full-text and bibliographic databases covering the subject areas of Clinical, Social and Basic Sciences, Nursing and Allied Health, and general academic resources.

Access to databases and full-text resources is available free of charge to all students, faculty, and staff at UMDNJ and the Kennedy Health System through the Library's home page. Training in the use of these resources is available through the Library's technology training offerings, online tutorials and by appointment.

Board Review Materials

The Library has developed a collection of Board Review resources. Materials in this collection are located in the front of the Library, near the Circulation Desk. Two items may be checked out at one time and can be borrowed for one week, with no renewals. The fine for overdue Board Review materials is \$1.00 per day. Materials in the Board Review collection are included in the Library's online catalog and listed in the Academic Resources section of the Library's Web site.

Specialized Web Resources

The Library's Web site includes a number of unique resources created by Library staff and links to services and resources of particular interest to our community. The SOM Faculty Bibliography includes a list of faculty publications with links to the full text of articles, when available. The HealthyNJ Web site is an authoritative source for consumer health information in both English and Spanish. Internet toolkits on information of particular interest in academic health sciences are included on the Library's website. Specialized services such as tutorials and a "24/7" reference service (QandANJ) are linked on our Web site and were developed to meet user needs.

Computing

The Library provides over 40 computers for patron use. Computers in the Microcomputer Lab may only be used by the students, faculty and staff of UMDNJ and the Kennedy Health System. Users will be required to present valid UMDNJ or Kennedy identification upon request.

Software programs available in the Microcomputer Lab include computer-assisted instruction software, Microsoft Office applications and the full Adobe Acrobat suite. Educational programs required or recommended by faculty members are loaded on computers in the Lab. Menu sheets posted next to each computer list the installed software.

Patrons may not change programs that are on the hard drives or load new software onto Library computers. Personal files must be saved to floppy disks, zip disks, writable CDs, or flash drives. Floppy disks and CDs may be purchased at the Circulation Desk for \$2.00. Unauthorized files are automatically deleted at least once per day.

The Library strives to provide a virus-free computing environment. The Library staff is not responsible for damage to or loss of documents, programs or disks used in the Library.

All computers in the Library are connected to a laser printer. There are two scanners in the Microcomputer Lab, one with the capability to scan negatives and transparencies. A slidemaker and a typewriter are also available.

Some of the computers in the Microcomputer Lab are maintained by UMDNJ's Academic Systems and Technologies (AST) group and require logging in with an AST campus host account.

More information about the Microcomputer Lab is available at www3.umdj.edu/stlibweb/lab.

PDA Resources

PDA resources available for download through the Library's Web site include InfoRetriever, Access Medicine, DynaMed and First Consult. A University Libraries' Internet toolkit provides information on additional resources for PDAs. Look for PDA information under the links for either Academic Resources or Toolkits on the Library's home page.

Point of Care

The Library's Point-of-Care Web page provides quick access to information for patient care at the bedside. The resources available on this page are First Consult, DynaMed, InfoRetriever, and Medical Letter Adverse Drug Reaction Program. An additional resource, UptoDate, is available within the Library from a dedicated computer in the Reference area.

Reference Services

Reference Librarians are available weekdays until 9:00 pm to provide assistance with research projects, database searching and information retrieval. Questions may be asked in person, over the phone, by e-mail or by using the "Ask a Librarian" form link on the Library's home page. Patrons are also welcome to schedule a research session with a Librarian when approaching complex research topics.

Library users are encouraged to utilize the online databases available on the Library's home page to perform their own literature searches. Training in the use of these databases and in searching techniques is available in several formats: individual instruction, classroom training, or refresher clinics. A wide variety of tutorials may be found on the Library's Web site. Students, faculty and staff are invited to choose the training method which best suits their needs.

Document Delivery: Loans and Articles from Other Libraries

Document Delivery is a service provided for obtaining materials which are not available at our library. Books and audiovisual materials may be borrowed. Photocopies may be requested for specific portions of non-circulating items such as reference books, reserve materials, and journals.

Document Delivery Service forms are available at the Circulation Desk and on the Library's website. Please allow approximately one week from the date submitted to receive materials. Items available at another UMDNJ library may be received sooner. Patrons are also able to obtain materials in person from other UMDNJ campus libraries.

The Library will make every effort to obtain items at no cost to the patron. Some items may require prepayment of loan fees, generally \$11 per item.

Educational Programs

Specialized educational programs developed by the Library staff are offered on a regular basis. Topics include searching the healthcare literature, using Evidence Based Medicine resources and managing bibliographic citations. Instruction in several Microsoft Office applications is also available.

A schedule of classes is posted on the Library's Web site. Appointments may be made for individual or group instruction. Faculty members may also request presentations or training tailored to the needs of a specific class or group.

Short-term assistance with Library computers and supported software is available on an as-needed basis. Appointments are encouraged for the use of the scanner or slidemaker, for lengthy consultations, or for work on special projects.

ADDITIONAL USEFUL INFORMATION

Offsite Access

An account to use the Library's proxy server is automatically created when students, faculty and staff of UMDNJ and the Kennedy Health System register as Library patrons. This account enables the user to utilize the Library's licensed online resources (books, journals and databases) and selected reserve resources from any location with Web access.

To use the offsite access option, go to the Library's website and select a resource. When prompted for a Username and Password, patrons should enter their last name and either the last four digits of their University Administrative ID# (for UMDNJ users) or the last four digits of their Social Security number. Licensing restrictions prevent the Library from offering this service to alumni.

Wireless Network and Laptops

A wireless network on campus enables faculty, staff, and students to take advantage of the convenience of wireless access.

The Library lends laptops with wireless cards to users with a UMDNJ or Kennedy ID Badge. Laptops may be borrowed for a two-hour period for use in the Library.

UMDNJ faculty, staff and students who have their own laptops with wireless capability may bring their computers into the Library to access the network once they have registered with IST. Check the UMDNJ Wireless Web site

http://som.umdj.edu/departments/ist/depts_ist_wireless.html for registration and configuration information.

Photocopies and Printing

Three photocopier machines are available for use by Library patrons. Pre-valued cards may be used to operate the copy machines. One of the copiers also accepts bills or coins. Copy cost is 10¢ per copy, using either a card or cash. Cards may be purchased from a vending machine in the Library's copy room.

A pay-for-print system enables users to print from any of the computers in the library. The system uses the same pre-valued card as the photocopier machines, also at a cost of 10¢ per page. No cash option is available for printing.

All copying and printing is in black-and-white. There are no color copiers or printers available in the Library.

Study Rooms

Four small group study rooms are equipped with VCRs, DVD players, slide projectors, and other instructional aids. Rooms must be reserved at the Circulation Desk and are only available for use by students, faculty, and staff at UMDNJ or Kennedy Health System.

Reservations for room use may be made for a two-hour period on a first-come, first-served basis and are renewable if available. A current UMDNJ or Kennedy identification badge must be presented on request when reserving a room. A reservation will be held for fifteen minutes past the requested time; after this, the room will be made available to the next requester.

Food and Drink

In order to deter pests which can damage library facilities and resources, *no food* is permitted in the Library.

Bottled water and beverages in travel mugs or reusable sport bottles *only* are permissible. Glass bottles, cans, paper/styrofoam cups and other disposable containers are not acceptable.

