

GUIDE TO THE LIBRARIES



WELCOME

The Columbia University Libraries is a system of twenty-two libraries with extensive print and electronic resources, innovative services, and expert staff teamed with a group of academic technology centers supporting instruction and scholarship. The Libraries' first priority is helping students, researchers, and faculty to find and use our rich collections and tools. Millions of books, films, scholarly journals, archives, oral histories and much more are available at the Libraries and online. The Libraries website (www.columbia.edu/library) connects you to CLIO, databases, digital collections, research assistance, and all of the services highlighted in this brochure.



James G. Neal

VICE PRESIDENT FOR INFORMATION SERVICES
AND UNIVERSITY LIBRARIAN

LIBRARY INFORMATION OFFICE (LIO)

www.columbia.edu/library/lio

LIO (201 Butler Library) answers general questions about any of the Libraries' services and resources. Stop by LIO to pay fines and clear blocks on your library account or inquire about visitor passes and printing dollars for visitors and alumni.

LIBRARY HOURS

www.columbia.edu/library/hours

Hours at the twenty-two libraries on campus vary, so check library hours online before visiting. Butler Library is open 24/7 during the fall and spring semesters. Many libraries also extend their hours during midterms and finals.

OFFICE OF DISABILITY SERVICES (ODS)

www.health.columbia.edu/docs/services/ods

Columbia University is committed to ensuring that the services and programs offered by the Libraries are accessible to all patrons. The University will work with patrons on an individual basis to assess their unique accommodation needs. For more information, please visit the ODS website or contact Mayra Melendez at the Libraries.



Mayra Melendez

BUTLER CIRCULATION SUPERVISOR
212-854-3536
mm57@columbia.edu

ALUMNI SERVICES

www.alumni.libraries.columbia.edu

With an alumni card, all Columbia University graduates can access the Columbia University Libraries. Borrowing privileges are available for a fee. Get your alumni card at the Libraries Information Office. For information about off-campus access to databases for alumni, see www.alumni.libraries.columbia.edu/eresources.html.

ASK A LIBRARIAN

www.columbia.edu/library/ask

There are lots of ways to contact a librarian, and the reference staff responds to all manner of research questions. Stop by any library to speak to a librarian, either at a reference desk or at a circulation desk. Librarians are also available to provide assistance by appointment, phone, e-mail, or instant message (IM).

RESEARCH CONSULTATIONS

www.columbia.edu/library/ask

Individual research consultations with subject specialist librarians are available by appointment to students, researchers, and faculty. Librarians who are experts in your field will prepare a one-hour specialized research session to discuss relevant library resources or database search strategies. Visit the Libraries' website to request a consultation.

www.columbia.edu/library/ask

CHAT WITH A LIBRARIAN

Have a quick question? For general research help, you can IM a librarian and chat with any of a number of staff from libraries across campus. Visit www.columbia.edu/library/ask to IM a librarian. There's no need to set up an account.

You can also text message a librarian using your cell phone at 215-TEXCUL or 215-839-8285, and we'll text you back.

WORKSHOPS

www.columbia.edu/library/workshops

Free workshops on research strategies, subject-specific resources, and specialized software will teach you how to use the wide range of e-resources available to Columbia students, faculty, and staff. Popular workshops include: EndNote, Adobe Photoshop, NVIVO, and GIS mapping software. The workshops are open to those with an active Columbia University UNI. Sign up for the workshops at www.columbia.edu/library/workshops/.

Check www.columbia.edu/library/hours for reference desk and phone reference hours.



DID YOU KNOW? THE LIBRARIES WELCOME YOUR SUGGESTIONS:
WWW.COLUMBIA.EDU/LIBRARY/SUGGESTIONS

SUBJECT SPECIALIST LIBRARIANS

www.columbia.edu/library/subject_specialists

Need help searching CLIO, using databases or other e-resources, formatting your bibliography, or developing a research strategy for your paper, dissertation, or project? Ask a librarian.

There are more than forty subject specialist librarians at Columbia to help you with your research. Find the librarian for your discipline at

www.columbia.edu/library/subject_specialists.

Here are just a few of the subject specialists who work in the Libraries:



Dianne Mizzy

ENGINEERING LIBRARIAN
ENGINEERING LIBRARY

Engineering, engineering education, patents, technical reports, standards



Bindu Bhatt

SOUTH ASIAN STUDIES LIBRARIAN
AREA STUDIES

Literature, history, religion and philosophical traditions of South Asia



Junko Stuveras

FRENCH & ITALIAN
LITERATURE LIBRARIAN
BUTLER HISTORY & HUMANITIES
LIBRARY

French and Francophone literature and language, Italian literature and language



John T. Oliver

REFERENCE AND INSTRUCTION
LIBRARIAN
AUGUSTUS C. LONG HEALTH
SCIENCES LIBRARY

Research and clinical support in the health sciences



Beth Katzoff

ARCHIVAL/PUBLIC SERVICES
LIBRARIAN
C.V. STARR EAST ASIAN LIBRARY

Makino Mamoru Collection on the History of East Asian Film, modern Japanese history, women's history



Jane Siegel

RARE BOOK LIBRARIAN
RARE BOOK & MANUSCRIPT
LIBRARY

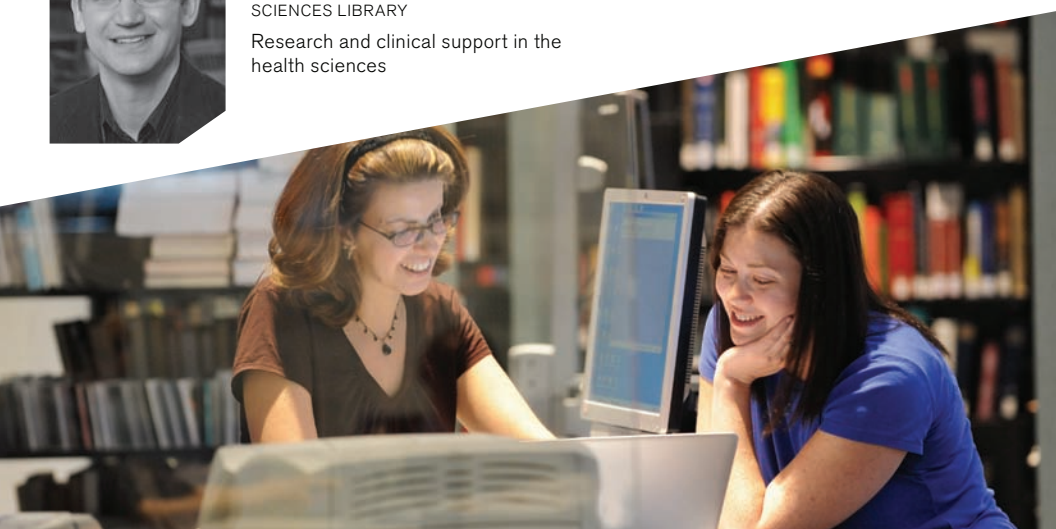
19th- and 20th-century British and American literature, bibliography and history of the book



Alysse Jordan

SOCIAL WORK LIBRARIAN
SOCIAL WORK LIBRARY

Children and families, counseling, gerontology, health and mental health, psychotherapy, social welfare, social work



DID YOU KNOW? YOU CAN FOLLOW NEWS AND EVENTS FROM THE LIBRARIES ON OUR BLOGS, FACEBOOK AND TWITTER.

RESEARCH TOOLS

CLIO

www.clio.columbia.edu

CLIO is the online catalog for the Columbia (including the Health Sciences Library), Barnard, and Union Theological Seminary libraries. Use CLIO to **find** print and e-books, journals, newspapers, e-resources, government documents, films and DVDs, microforms, sound recordings, rare books, and archival collections. **Request** items that are checked out, offsite, in process, or missing. **Access** My Account to save your CLIO searches and renew or recall items.

The following schools have separate online catalogs for their collections:

COLUMBIA LAW SCHOOL: PEGASUS www.law.columbia.edu/library/pegasus

TEACHERS COLLEGE: EDUCAT <http://educat.tc.columbia.edu>

JEWISH THEOLOGICAL SEMINARY: ALEPH <http://alpha3.jtsa.edu>

DATABASES & E-JOURNALS

www.columbia.edu/library/databases

www.columbia.edu/library/ejournals

Columbia University Libraries subscribes to more than 1,500 databases, such as *ProQuest*, *LexisNexis*, and *Web of Science*. Databases provide access to articles, indexes, reference materials, newspapers, primary documents, and image collections. The Libraries also subscribes to more than 115,000 e-journals, which can be browsed individually or searched collectively through databases.

Most e-resources can be accessed off-campus through the Libraries' website with your UNI and password.

SUBJECT GUIDES

www.columbia.edu/library/subjectguides

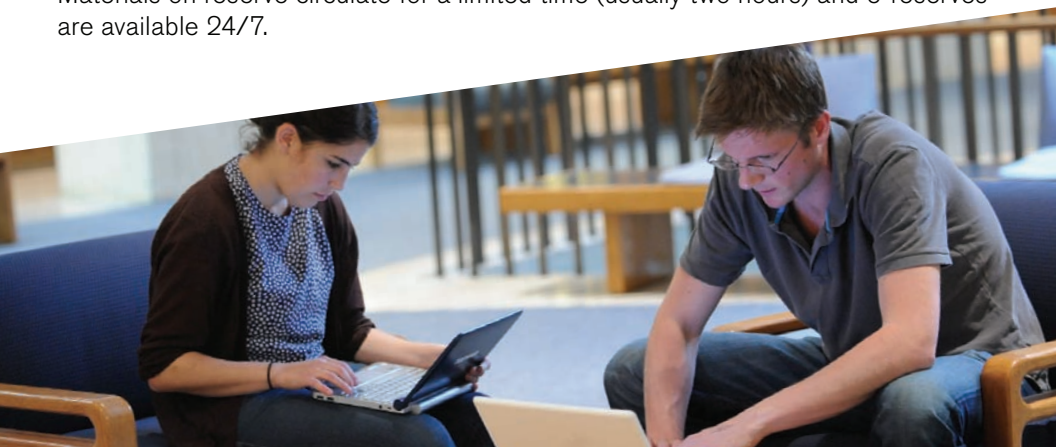
Subject specialist librarians compile guides of recommended, authoritative resources—from reference materials to databases to websites—that give a useful overview of the major works in a field and strategies for further research. They cover a wide range of topics, such as graphic novels, alternative medicine, and New York City history and architecture.

COURSE RESERVES

www.columbia.edu/library/coursereserves

www.courseworks.columbia.edu

Course Reserves provides access to class materials an instructor has placed on reserve. Find the call number, location, and status (“available” or “checked out”) for print reserves materials and links to e-reserves, when available. Students can check Course Reserves through *CourseWorks* or the Course Reserves web page. Materials on reserve circulate for a limited time (usually two hours) and e-reserves are available 24/7.



DID YOU KNOW? THE NEW CLIO BETA HAS ADDED FEATURES LIKE TEXTING A CALL NUMBER TO YOUR CELL PHONE.

REQUEST IT

BORROW DIRECT

www.columbia.edu/library/borrow_direct

Need a book that is either checked out or not owned by Columbia? Borrow Direct enables you to search and request books from the circulating collections at Brown, Cornell, Dartmouth, Princeton, University of Pennsylvania, and Yale. Items generally arrive within four business days. All Columbia students, faculty, and staff with library borrowing privileges and an active e-mail account can use Borrow Direct.

INTERLIBRARY LOAN (ILL)

www.columbia.edu/library/ill

The collections of libraries and research centers from around the world are available to you through Interlibrary Loan. Request articles, books, dissertations, media, and more. Articles often arrive in a few days, other items within two to three weeks (sometimes sooner, depending on availability). Items borrowed through ILL are often renewable. All Morningside students, faculty, and staff with library borrowing privileges and an active UNI and e-mail account are eligible for this service. (The Columbia Law, Health Sciences, and Teachers College libraries maintain separate ILL services.)

RECALL

www.clio.cul.columbia.edu

Recall any circulating item currently checked out to another patron by placing a recall request in CLIO. That patron has two weeks to return the item, at which point you will be notified to pick it up at the campus library you choose.

DOCUMENT DELIVERY

www.columbia.edu/library/document_delivery

Document Delivery enables Morningside, Barnard, and UTS faculty and visiting scholars to request scans of articles and book chapters from Butler Library. Requests are placed through your Interlibrary Loan (ILL) accounts. Materials are delivered to your ILL account within 2-3 business days. You will be notified via e-mail when the article is ready to view.



DID YOU KNOW? • YOU CAN FIND FULL TEXT FAST USING GOOGLE SCHOLAR – LOOK FOR THE “E-LINK @ COLUMBIA” TO LOG IN WITH YOUR UNI AND PASSWORD.

COMPUTING, PRINTING, COPYING & SCANNING

COMPUTER LABS ON THE MORNINGSIDE CAMPUS

www.columbia.edu/cuit

Columbia University Information Technology (CUIT) maintains computer labs on campus. Each offers a mix of Macintosh and Windows computers, software applications, and printing.

209, 212, 213 & 213A Butler Library
323 International Affairs Building
215 Lehman Library,
The Digital Social Science Center

251 Engineering Terrace/Gussman Lab
200 & 300 Lerner Hall

PRINTING AT THE LIBRARIES

www.columbia.edu/library/faq

Printers are available in every library on campus. With your Columbia ID, print using your print quota. Purchase printing dollars online (www.columbia.edu/acis/facilities/printers/purchase.html), or go to 202 Philosophy Hall.

Color printing is available for a fee in 251 Mudd, Print Services in 106 Journalism, and the Digital Social Science Center (DSSC) in Lehman Library.

PHOTOCOPYING AT THE LIBRARIES

www.columbia.edu/library/faq

There are photocopiers in every library. Your Columbia ID, with your Flex Account, is your photocopy card. Don't have a Columbia ID? You can still print by purchasing a Flex Card. Add money to your Flex Account or purchase a Flex Card at the following libraries:

Avery Architectural & Fine Arts Library
Business & Economics Library
Lehman Social Sciences Library

Barnard College Library
Butler Library

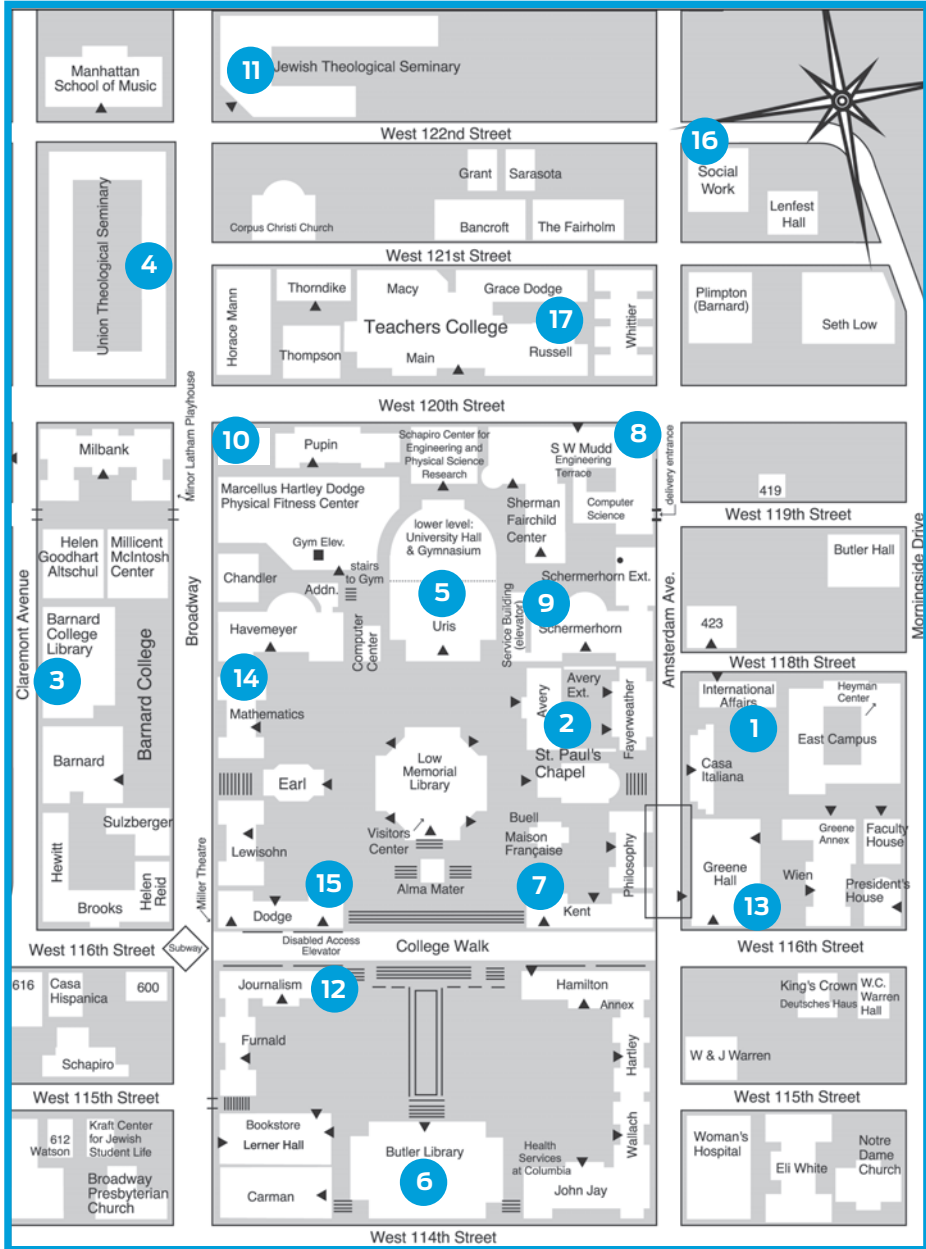
SCANNING AT THE LIBRARIES

www.columbia.edu/library/faq

You can use scanners in these libraries:

Avery Architectural & Fine Arts Library, The Burke Library,
Digital Humanities Center, in Butler Library room 305,
Digital Social Science Center, in Lehman Library,
Periodicals & Microforms Reading Room,
in Butler Library room 401





Area Studies (1)

www.columbia.edu/library/areastudies

Librarian offices: Lehman Library

3rd Floor, International Affairs

212-854-3630

www.columbia.edu/library/africa

African Studies, 308 International Affairs

212-854-8045

www.columbia.edu/library/jewish_studies

Israel & Jewish Studies,

304 International Affairs · 212-854-8046

www.columbia.edu/library/latinamerica

Latin American & Iberian Studies

307 International Affairs · 212-854-3630

www.columbia.edu/library/middleeast

Middle East & Islamic Studies

303 International Affairs · 212-854-3995

www.columbia.edu/library/slavic

Russian, Eurasian & East European

Studies, 306 International Affairs

212-854-4701

www.columbia.edu/library/southasia

South & Southeast Asian Studies,

305 International Affairs · 212-854-8401

Avery Architectural & Fine Arts Library (2)

www.columbia.edu/library/avery

300 Avery Hall · 212-854-3501

Barnard College Library (3)

www.barnard.edu/library

Lehman Hall · 212-854-3846

The Burke Library at Union Theological Seminary (4)

www.columbia.edu/library/burke

3041 Broadway at 121st Street

212-851-5606

Business & Economics Library (5)

(Thomas J. Watson Library of

Business & Economics)

www.columbia.edu/library/business

130 Uris · 212-854-7804

Butler Library (6)

(Nicholas Murray Butler Library)
www.columbia.edu/library/butler
535 West 114th Street
Circulation · 212-854-2235
Library Information Office · 212-854-7309
History & Humanities
Reference · 212-854-2241
Periodicals and Microforms
Reading Room · 212-854-4704

Digital Humanities Center (DHC, formerly ETS) (6)

www.columbia.edu/library/dhc
305 Butler Library · 212-854-7547

Digital Social Science Center (DSSC) (1)

www.columbia.edu/library/dssc
323 International Affairs · 212-854-8043

East Asian Library (7)

(C. V. Starr East Asian Library)
www.columbia.edu/library/eastasian
300 Kent Hall · 212-854-4318

Engineering Library (8)

(Ambrose Monell Engineering Library)
www.columbia.edu/library/engineering
422 Mudd · 212-854-2976 or -3206

Geology Library (9)

www.columbia.edu/library/geology
601 Schermerhorn · 212-854-4713

Geoscience Library*

www.columbia.edu/library/geoscience
Lamont-Doherty Earth Observatory
Palisades, NY · 845-365-8808
or tie line 95-8808

Health Sciences Library*

(Augustus C. Long Health Sciences Library)
www.columbia.edu/library/hsl
701 West 168th Street · 212-305-3605

Integrated Science Library (10)

(Opening 2011)
4th floor, Northwest Corner Building
212-854-5588

Jewish Theological Seminary Library (11)

www.jtsa.edu/Library.xml
3080 Broadway · 212-678-8082

Journalism Library (12)

www.columbia.edu/library/journalism
204A Journalism · 212-854-0390

Law Library (13)

(Arthur W. Diamond Law Library)
www.columbia.edu/library/law
300 Greene, Law School · 212-854-3922

Lehman Social Sciences Library (1)

www.columbia.edu/library/lehman
300 International Affairs · 212-854-3794

Library Information Office (LIO) (6)

www.columbia.edu/library/lio
201 Butler · 212-854-7309

Mathematics & Science Library (14)

www.columbia.edu/library/math
303 Mathematics · 212-854-4712

Milstein Library (6)

(Philip L. Milstein Family College Library)
www.columbia.edu/library/milstein
2nd, 3rd, 4th Floors Butler · 212-854-0520

Music & Arts Library (15)

(Gabe M. Wiener Music & Arts Library)
www.columbia.edu/library/music
701 Dodge · 212-854-4711

Offsite Shelving (ReCAP)*

(Research Collections and Preservation Consortium Offsite Shelving)
www.columbia.edu/library/recap
Princeton University Forrester Campus
Plainsboro, NJ · 212-851-5621
(Columbia contact)

Oral History Research Office (6)

www.columbia.edu/library/oralhistory
801 Butler · 212-854-7083

Rare Book & Manuscript Library (6)

www.columbia.edu/library/rbml
6th Floor East, Butler · 212-854-5153

Social Work Library (16)

www.columbia.edu/library/socialwork
2nd Floor, 1255 Amsterdam Avenue
212-851-2194

Teachers College, Gottesman Libraries (17)

<http://library.tc.columbia.edu>
Russell Hall · 212-678-3494

University Archives (6)

www.columbia.edu/library/uarchives
RBML, 6th Floor East, Butler
212-854-3786

*Not on Morningside campus

STUDY SPACES

www.columbia.edu/library/study_spaces

The Libraries offers a variety of study spaces to suit your mood.

QUIET STUDY: There are dozens of quiet places to study on campus.

- Avery Architectural & Fine Arts Library
- The Burke Library at Union Theological Seminary
- Butler Library [Rooms 212, 301, 310, 502-504, 601, 602, 603, 604, 607, Butler Stacks]
- Lehman Social Sciences Library
- C.V. Starr East Asian Library
- Geology Library

SOCIABLE: Feel free to carry on a conversation in these libraries.

- Business & Economics Library
- Butler Library [Rooms 202, 209, 213, CUIT lab]
- Social Work Library

GROUP STUDY: Individuals using group study spaces will be asked to move to accommodate a group.

- Butler Library houses self-monitored group study rooms in 403A, 404, 405, 407, 408, 409A, 502.
- Lehman Social Sciences Library offers an open group-study room, with some cubicles for privacy. Some tables are equipped with chalk boards and 24-inch monitors that you can connect to your laptop.

LATE NIGHT:

- Butler Library is open 24/7 during the fall and spring semesters. Many libraries offer extended hours during midterms and finals, and some academic buildings open classrooms for studying. Check www.columbia.edu/library/hours for details.



ROOM WITH A VIEW: Visit these libraries, offering windows looking out onto beautiful natural and urban settings.

- Music & Arts Library, Dodge Hall: A bird's-eye view of campus.
- Social Work Library: Pull up a chair and take in sweeping views of Morningside Heights.
- Butler Library: North-facing reading rooms on the fourth, fifth, and sixth floors offer a picturesque view of Low Library.

NEAR FOOD: These libraries are close to the cafés and dining halls on campus.

- Avery Library – Brownie's Café, Avery Hall
- Butler Library – Blue Java Coffee Bar, Butler Library [Butler Lounge, room 202]; also near John Jay Dining Hall and Lerner
- Journalism Library – Blue Java Coffee Bar, Journalism Building
- Business & Economics Library – Uris Deli, Uris Hall
- Music Library – Blue Java Coffee Bar, Dodge Hall
- Engineering Library – Carleton Lounge, Mudd Building
- Social Work Library – Blue Java Coffee Cart, Social Work Building

● **LIBRARY RED ZONE:** No food or drink

● **LIBRARY YELLOW ZONE:** No food, drinks in spill-proof mugs only

● **LIBRARY GREEN ZONE:** Food and drink allowed

SPECIALIZED SERVICES

DSSC

323 Lehman Library, SIPA Building
www.columbia.edu/library/dssc



DIGITAL SOCIAL SCIENCE CENTER



Eric Glass

GIS/MAP LIBRARIAN

The DSSC brings together people, technology, and information resources in an environment where users can work collaboratively, individually, or in consultation with a librarian and/or technology specialist. Among the specialized services, the DSSC features:

- Librarians and staff to assist users with information resources in the social sciences, including social science literature in all formats, U.S. government documents, and numeric and spatial data resources
- Computer workstations with statistical and mapping software; some are set up for individual work and some have seating and equipment designed for collaborative study and research
- Flatbed scanners and printers, including a color printer
- Group study tables with monitors you can connect to your laptop
- A presentation room where students can assemble and practice individual or group presentations
- Electronic Data Service (EDS), a space dedicated to those doing quantitative analysis using statistical software like SPSS or Stata, or mapping with software like ArcGIS; and EDS staff can help users find, understand, and format data.

The DSSC is a joint project of the Libraries and CUIT and is located adjacent to a CUIT lab with forty-four additional computer workstations.

DHC

(formerly Electronic Text Service)
Butler Library, Room 305
www.columbia.edu/library/ets



DIGITAL HUMANITIES CENTER



Bob Scott

HEAD, DIGITAL HUMANITIES CENTER

The DHC provides in-depth support to researchers in the humanities working with digital texts, and still and moving images. Services at the DHC include:

- Research assistance from librarian subject specialists offering specialized assistance in using the libraries' online primary and secondary source collections
- Workshops on research methods and advanced software
- Flatbed, film, and large book scanners
- Mac workstations for digital video editing with FinalCut Pro
- Software for editing texts and images, citation management, and textual and qualitative analysis. Software available includes ABBYYFineReader, Adobe Creative Suite, oXygen, EndNote, RefWorks, Zotero, Filemaker Pro, NVIVO, and WordSmith
- A substantial collection of digitized primary sources, available for onsite use only.

SPECIAL COLLECTIONS

Special and distinctive collections include both rare materials and collections of materials that offer a comprehensive view of a subject, organization, or historic person. The special collections at Columbia encompass a broad range of treasures, including music scores, rare books, archives, manuscript collections, art works and prints, photographs, films, architectural drawings, scientific instruments, and realia. The libraries mentioned here house the major collections of special materials on campus, though rare and special materials are found throughout the Libraries.

The Archival Collections Portal (www.columbia.edu/library/archival) is a great place to begin exploring the special collections at Columbia, allowing you to search for the archival finding aids of collections across six libraries.

Archivists, librarians, and curators can help you navigate the breadth and depth of special collections at Columbia.



AREA STUDIES

www.columbia.edu/library/areastudies

AVERY ARCHITECTURAL & FINE ARTS LIBRARY

www.columbia.edu/library/avery

THE BURKE LIBRARY AT UNION THEOLOGICAL SEMINARY

www.columbia.edu/library/burke

THE CENTER FOR HUMAN RIGHTS DOCUMENTATION AND RESEARCH

www.columbia.edu/library/humanrights

C.V. STARR EAST ASIAN LIBRARY

www.columbia.edu/library/eastasian

RARE BOOK & MANUSCRIPT LIBRARY

www.columbia.edu/library/rbml

UNIVERSITY ARCHIVES

www.columbia.edu/library/uarchives



Janet Parks

CURATOR OF
DRAWINGS & ARCHIVES
AVERY ARCHITECTURAL &
FINE ARTS LIBRARY



Jocelyn Wilk

ARCHIVIST
RARE BOOK &
MANUSCRIPT LIBRARY

DIGITAL COLLECTIONS

www.columbia.edu/library/digital

Digital Collections and Online Exhibitions are drawn from the rich archival, oral, and manuscript collections across Columbia University Libraries. With the click of a mouse you can access woodcuts used in folk religious practices in 1930s Beijing, historic real estate brochures from Brooklyn, theatre models from the early 20th century, oral histories of New York political, social, and cultural leaders, and much more.