

# COLUMBIA UNIVERSITY LIBRARIES

## @ YOUR SERVICE

### FACULTY GUIDE TO THE COLUMBIA UNIVERSITY LIBRARIES

“Columbia’s Libraries are second to none. The online search capability, the responsiveness of staff, and the professionalism of all involved create an atmosphere where scholarship can thrive and students can learn. I am proud to be affiliated with an institution that recognizes the return on investment from an outstanding library system.”

—Steven Schinke, Professor  
Columbia University School of Social Work



# HOW THE LIBRARIES WORK FOR YOU

## Librarian Subject Specialists

Contact a librarian specializing in your field to recommend items for purchase, to receive in-depth assistance with research, or to request an instruction session for your students.

[www.columbia.edu/library/subject\\_specialists](http://www.columbia.edu/library/subject_specialists)

## Research Consultations

Sign up for a one-on-one personalized session with a librarian subject specialist in your field—whether it's for guidance on a new project or assurance that you haven't missed anything as you research.

## Request It—Borrow Direct & Interlibrary Loan

Looking for a book that's not available on campus? If the book or other material you need is checked out or not owned by the library, you can request it through Borrow Direct or Interlibrary Loan (ILL).

[www.columbia.edu/library/borrow\\_direct](http://www.columbia.edu/library/borrow_direct)

[www.columbia.edu/library/ill](http://www.columbia.edu/library/ill)



## E-Resources from Off Campus

Using your Columbia ID (UNI) and password, you can access nearly all of our 1,000 online databases from anywhere in the world. Because the library pays for access to these resources, be sure to connect through the Libraries' website or to use the special "resolver URL"—e.g. <http://www.columbia.edu/cgi-bin/cul/resolve?lweb0051>—as found on the Databases webpage.

Find the database you need at [www.columbia.edu/library/databases](http://www.columbia.edu/library/databases).

## New E-Resources and Books Lists

Sign up to receive notice of new electronic additions to the collection at [www.columbia.edu/library/new\\_eresources](http://www.columbia.edu/library/new_eresources) and check [www.columbia.edu/library/new\\_books](http://www.columbia.edu/library/new_books) for a list of new books.

## Suggest a Title for Purchase

Recommend a title for the Libraries online at [www.columbia.edu/library/recommend](http://www.columbia.edu/library/recommend), or speak directly to your subject specialist.



## Specialty Services

### ***Electronic Text Service (ETS)***

*315 Butler Library*

Hardware and software for producing and editing electronic texts and images; tools for textual analysis and document and citation management; an in-house collection of digitized primary source materials; and assistance in identifying and using online full-text resources are all available at ETS. An expert staff is always on hand to assist you.

**[www.columbia.edu/library/ets](http://www.columbia.edu/library/ets)**

### ***Electronic Data Service (EDS)***

*215 Lehman Library*

EDS, run jointly by CUIT and the Libraries, offers a rich data library, consulting services, and analysis tools to support instruction and research involving numeric and geospatial data resources.

**[www.columbia.edu/acis/eds](http://www.columbia.edu/acis/eds)**

### ***Butler Media Center***

*208B Butler Library*

The newly upgraded equipment in this facility supports the playback of a collection of more than 12,000 feature films, documentaries, ethnographic films, and performing arts titles in multiple visual formats, including VHS (NTSC, PAL, and SECAM), DVDs, and laser discs. Refer to the website for information on access, circulation policies, and faculty services.

**[www.columbia.edu/library/bmc](http://www.columbia.edu/library/bmc)**

### ***The Music & Arts Library***

*701 Dodge Hall*

In addition to its extensive book and music score collection, the library offers piano keyboards, audio and video viewing stations, audio, MIDI, and music notation software, and a collection of over 20,000 recordings, available for faculty to check out.

**[www.columbia.edu/library/music](http://www.columbia.edu/library/music)**

# HOW THE LIBRARIES WORK FOR YOUR STUDENTS

## Targeted Instruction for Courses

Librarian subject specialists are available to provide customized research instruction for specific courses, in the classroom or in the library. To get started, visit [www.columbia.edu/library/ask](http://www.columbia.edu/library/ask), or contact your subject specialist.

## Course Reserves

Make the required reading for your classes easily available to your students. Include books, articles, audio or video materials, or e-resources. For more information on Course Reserves policies and contact information for each library, please visit [www.columbia.edu/library/reserves](http://www.columbia.edu/library/reserves).

## CourseWorks: Research Guides

Your CourseWorks page can point your students not only to reserve readings, but also to other relevant library resources and services. If you're interested in learning more, e-mail [researchguides@libraries.cul.columbia.edu](mailto:researchguides@libraries.cul.columbia.edu).

## Research Consultations

As your students begin projects or assist you, they can sign up for a one-on-one personalized research session with a librarian who specializes in your field. [www.columbia.edu/library/ask](http://www.columbia.edu/library/ask)



## ADDITIONAL SERVICES

### Downloading Tools and Plug-ins for Your Laptop

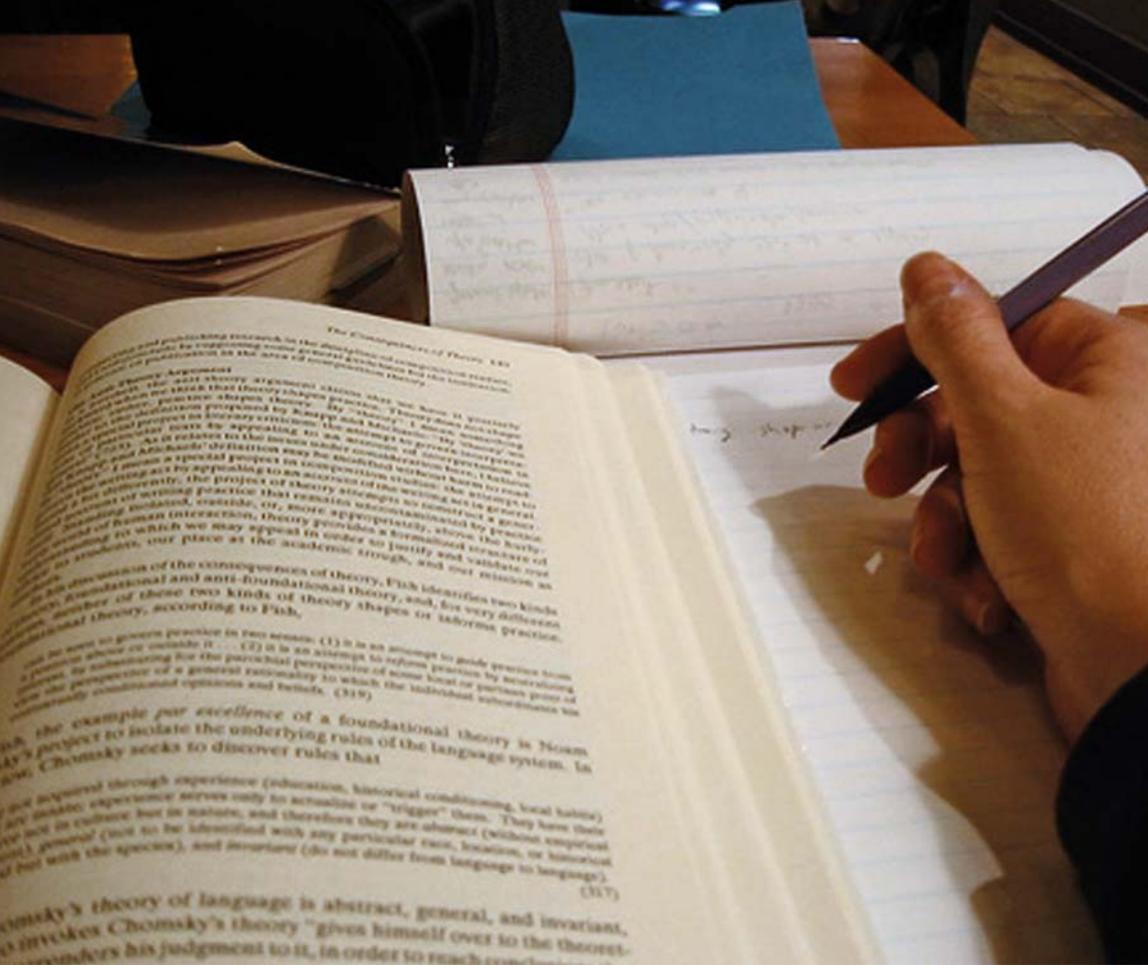
Streamline your research—download search or citation management tools (e.g., EndNote) and more. [www.columbia.edu/library/download](http://www.columbia.edu/library/download)

### Spouse ID Privileges

Your spouse or domestic partner can have borrowing privileges at all Morning-side Campus libraries free of charge. Register together, with your Columbia ID and documentation of partnership or marriage, at the Library Information Office, 201 Butler. More information is available at [www.columbia.edu/library/lio](http://www.columbia.edu/library/lio).

### Deputy Borrowers

Faculty members can authorize up to three students, or other noncasual employees, to borrow materials directly from the libraries on their behalf. More information is available at [www.columbia.edu/library/lio](http://www.columbia.edu/library/lio).



The Columbia University Libraries offer a wide variety of support for research and teaching—in the library, the classroom, and online. As always, we welcome faculty members to visit the Libraries to learn more about what's available to them. Discover our services, our staff, and more at [www.columbia.edu/library](http://www.columbia.edu/library).

“Through instruction with librarians, my students are equipped to mine the literature and build a collaborative database that contributes value to my entire research group. Researchers from all disciplines should tap into the expertise and knowledge of the library staff and take advantage of the tremendous potential offered by the Libraries’ electronic resources.”

—Nicholas Turro, William P. Schweitzer Professor of Chemistry

“The Columbia Libraries attract scholars and students from every part of the globe while serving as essential foundation for the local needs of one of America’s leading educational and research institutions. To be a scholar with daily access to the Columbia Libraries is to have at one’s fingertips a rare wealth of resources for research, teaching, and learning.”

—Robert Hymes, Chair of the Department of  
East Asian Languages and Cultures and  
H. Walpole Carpentier Professor of Chinese History

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535 West 114th Street  
New York, NY 10027  
212-854-2271

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[www.columbia.edu/library](http://www.columbia.edu/library)