Columbia University Libraries/Information Services is a system of 22 libraries, including affiliates, offering extensive print and electronic resources, discipline-based digital centers, and a team of expert staff providing innovative services to support instruction and scholarship. Over 12 million volumes are available at the Libraries and online, as well as extensive electronic resources, manuscripts, rare books, microforms, maps, and more. The website of the Libraries, library.columbia.edu, connects you to our search and discovery system, services and resources, digital collections, research assistance, and more.

Welcome to the Libraries!

JAMES G. NEAL
Vice President for Information Services & University Librarian
Our first priority is helping you utilize our rich collection and tools. You can reach our knowledgeable staff members for assistance in a variety of ways:

Visit – Librarians are available for in-person reference and research help at libraries across campus. For more information, please visit library.columbia.edu/ask

Call – Call us at 212-854-7309 for general library information.

IM – IM us at askuscolumbia via AOL, Google, MSN, or Yahoo!, or use the chat box located at library.columbia.edu/services/askalibrarian.html. Hours may vary throughout the year.

E-Mail – Use e-mail to ask a reference question or request research assistance.

Text – Text us questions from your mobile phone at (215) TEXT-CUL or (215) 839-8285. Hours may vary throughout the year.

Research Tools

Our search and discovery system, CLIO clio.columbia.edu, allows you to search broadly across multiple sources of reference material, including:

• Catalog items
• E-resources
• Articles
• Website content
• Archives
• Academic Commons
• …and much more

Here, you can also request items that are currently on loan or offsite or access your account to save searches, renew, or recall items.

For tips on getting the most out of CLIO, visit library.columbia.edu/tips.

Stay Connected

Stay in the loop with the latest news, events, workshops, services, resources and more by connecting with the Libraries on Facebook, Twitter and out blogs:

facebook.com/culibraries, twitter.com/ColumbiaLib, blogs.cul.columbia.edu
What’s Your Specialty?

Many of Columbia University’s librarians are subject specialists in a wide variety of fields, including:

- African Studies
- Anthropology
- Arabic Literature
- Architecture
- Art History
- Biology
- Business
- Chemistry
- Chinese Studies
- Economics
- French & Italian Literature
- Geosciences
- GIS
- Human Rights
- Japanese Studies
- Journalism
- Korean Studies
- Law
- Middle Eastern Studies
- Music
- Philosophy
- Psychology
- Political Science
- Real Estate
- Religion
- Slavic Studies
- Social Work
- Tibetan Studies
- Urban Planning

…and many more!

Meet With A Subject Specialist

library.columbia.edu/about/policies/collection-development/liaisons

Students, researchers, and faculty are encouraged to schedule individual research consultations with subject specialist librarians. Librarians are happy to share their expertise in available library resources or database search strategies in your research field.

Use Subject Guides

library.columbia.edu/subject-guides

Subject specialists also compile guides of recommended, authoritative resources in specific fields. These guides cover a wide range of topics and can be bookmarked for easy accessibility.

Attend Workshops

The Libraries offer regular workshops during Spring and Fall semester for research and database management and software and technology support. Visit library.columbia.edu/research/workshops for more information.
The DHC provides in-depth support to researchers in the humanities working with digital texts, bibliographic citations, and still and moving images. Services at the DHC include:

• Consultations on digital projects
• Workshops on methods and software
• 14 high-end text image scanners
• 21 Windows and eight Mac workstations
• On-site collections of digitized primary sources
• Text and qualitative analysis

• Digital video editing facilities
• A new Studio@Butler collaborative (208 Butler) for scheduled bring-your-own-tools group work
• The affiliated Digital Music Lab offers equipment and software to create and edit digital audio and music notation

The DSC is equipped with software and equipment selected to support science and engineering teaching and research. In-person consultations and instruction sessions are available to assist in the use of the electronic resources.

• 43 Dell workstations
• 10 Mac workstations
• Eight scanners
• Over 50 specialized software applications

• Two group study/instruction rooms
• 12 booths with monitor and laptop connections

The DSSC librarians and staff assist users with information resources in the social sciences, including U.S. government documents and numeric and spatial data resources. Other highlights of the DSSC include:

• 22 collaborative workstations
• Five flatbed scanners
• Two high-speed printers
• One color printer
• Presentation practice room
• Conference Calling Room
• Group study tables with monitors and laptop connections

• 44 additional computer workstations are available in the CUIT Lab adjacent to the DSSC
• A data services center with 13 workstations for specialized assistance with formatting and manipulating spatial and numeric data.

While the Libraries’ digital centers offer a wealth of research tools, below are a few of the most popular software systems by location.

<table>
<thead>
<tr>
<th>SOFTWARE</th>
<th>DHC</th>
<th>DSC</th>
<th>DSSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Creative Suite</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Photoshop, Illustrator, InDesign, Dreamweaver</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>ArcGIS</td>
<td>●</td>
<td>●</td>
<td>●</td>
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<tr>
<td>Avid Media Composer</td>
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<td>●</td>
<td>●</td>
</tr>
<tr>
<td>EndNote X</td>
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<td>●</td>
<td>●</td>
</tr>
<tr>
<td>FinalCut Pro</td>
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<td>●</td>
<td>●</td>
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<tr>
<td>Matlab</td>
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<tr>
<td>Stata</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>
Explore Distinctive & Special Collections

The distinctive and special collections at Columbia encompass a broad range of treasures, including music scores, rare books, archives, manuscript collections, works of art, prints, photographs, films, architectural drawings, scientific instruments, and realia.

There are many tools to help you find and locate special collections in the Libraries:

- The **Archival Collections Portal** provides access to descriptions and finding aids for more than 3,500 archival collections in six Columbia University Libraries repositories. [clio.columbia.edu/archives](clio.columbia.edu/archives)
- The **Oral History Interviews Portal** searches more than 6,000 records of Columbia Center for Oral History interviews. [oralhistoryportal.cul.columbia.edu](oralhistoryportal.cul.columbia.edu)
- **Archivists**, **librarians**, and **curators** are on staff and able to assist in navigating and locating items within the archives.

**Digital Collections** and **Online Exhibitions** are available for your use. Browse the papers and correspondence of John Jay, listen to audio recordings of notable New Yorkers, explore original manuscripts related to the creation, composition, and editing of William S. Burroughs's novel *Naked Lunch*. An expanse of unique subject-matter is all accessible online.

Distinctive & Special Collections can be found in the following libraries:

- Global Studies [library.columbia.edu/locations/global](library.columbia.edu/locations/global)
- Avery Architectural & Fine Arts Library [library.columbia.edu/locations/avery](library.columbia.edu/locations/avery)
- The Burke Library at Union Theological Seminary [library.columbia.edu/locations/burke](library.columbia.edu/locations/burke)
- The Center for Human Rights Documentation and Research [library.columbia.edu/locations/chrdr](library.columbia.edu/locations/chrdr)
- The Columbia Center for Oral History [library.columbia.edu/locations/coho](library.columbia.edu/locations/coho)
- C.V. Starr East Asian Library [library.columbia.edu/locations/eastasian](library.columbia.edu/locations/eastasian)
- Rare Book & Manuscript Library [library.columbia.edu/locations/rbml](library.columbia.edu/locations/rbml)
- University Archives [library.columbia.edu/locations/cuarchives](library.columbia.edu/locations/cuarchives)

Global Studies

Global Studies Collections are distributed throughout the different libraries at Columbia according to subject. The following regions and topics are covered:

- African Studies [library.columbia.edu/africa](library.columbia.edu/africa)
- East Asian Studies [library.columbia.edu/locations/eastasian](library.columbia.edu/locations/eastasian)
- Jewish Studies [library.columbia.edu/jewishstudies](library.columbia.edu/jewishstudies)
- Latin American & Iberian Studies [library.columbia.edu/latinamerica](library.columbia.edu/latinamerica)
- Middle East & Islamic Studies [library.columbia.edu/middleeast](library.columbia.edu/middleeast)
- Russian, Eurasian & East European Studies [library.columbia.edu/slavic](library.columbia.edu/slavic)
- South & Southeast Asian Studies [library.columbia.edu/southasia](library.columbia.edu/southasia)
While the Libraries house millions of volumes of books and periodicals on campus, these times and locations may vary with the seasons. There are many ways to access other materials.

**Borrow Direct**

Borrow Direct allows you to request books from the circulating collections of Brown, Cornell, Dartmouth, Harvard, MIT, Princeton, University of Chicago, University of Pennsylvania, Yale, and the Center for Research Libraries (CLR). Books generally arrive within two business days.

**Interlibrary Loan (ILL)**

ILL provides access to materials that are not normally available through Columbia University Libraries. Compared to Borrow Direct, ILL offers a broader range of materials, and a wider range of borrowing institutions. However, interlibrary loans can take longer to process. Artifacts generally arrive in 1-2 days, whereas items such as video, music, or slides, may take up to 4 months.

**Remote and Delivery**

IIL allows for access to scholarly book chapters from participating Columbia Libraries. You may request books to be delivered. Requests for materials can be made through your ILL account and are delivered within three to five business days.

**Recall**

While circulating books cannot be checked out by another patron, you have the option to place a recall request in CLR. That patron will have two weeks to return the item, and you will be notified via pop-up at the library you choose.

**ReCAP**

ReCAP at Columbia University Libraries’ off-campus storage facility, provides patrons with Princeton University and New York Public Library materials. Books can be requested in ILL and delivered within two to three days.

**Printable, Copying, and Scanning**

Printing

Printers are located in every library on campus and available for use with your printing quota. Printing dollars are also available for purchase online or at 202 Delaware Hall.

Color printing is available for a fee; white ink is available.

Photocopying

Photocopying is available in every library and accessible for use with your printing quota. Printing dollars are also available for purchase online or at 202 Delaware Hall.

Computer Labs

Columbia University’s Information Technology (IT) maintains many computer labs on campus. A list of Map and Windows computers and software is available.

For more detailed information on printing, photocopying, and scanning, visit the Columbia University’s technology page.
While the Libraries house millions of volumes of books, periodicals, and e-books on campus, there are times when materials may be needed that do not belong in the libraries. There are a variety of ways to access other materials.

**Borrow Direct**

Library staff can place interlibrary loan (ILL) requests for materials that are temporarily unavailable through Columbia University Libraries. Compared to ILL requests, Borrow Direct service is faster and allows you to track your request. The Libraries will attempt to fill the request, but can often take longer to process. Ask a library staff member for details.

**Requesting Resources**

1. Use ILLiad (available through your campus library) to request ILL materials. Ask a library staff member for details.
2. Use Borrow Direct to request interlibrary loan materials. Ask a library staff member for details.
3. College libraries may offer other options to place a recall request in CLIO. That patron will then have two weeks to return the item, and you will be notified to pick it up at whichever campus library you choose.

**ILL**

ILL provides access to materials that are currently unavailable through Columbia University Libraries. Compared to ILL requests, Borrow Direct service is faster and allows you to track your request. The Libraries will attempt to fill the request, but can often take longer to process. Ask a library staff member for details.

**Recall**

Recall is a service within ILL that allows for books and book chapters from partner libraries, Columbia Libraries, and union catalogs to be delivered. Requests for materials can be made through your ILL account and are delivered within two to three business days.

**Printing, Copying, & Scanning**

1. Printers are installed in every library on campus and available for use with your printing station. Printing devices are also available for purchase online or at 202 Philosophy Hall.
2. Color printing is available for a fee where available.
3. Photocopying
   - Photocopy machines are located in every library and available for use with your campus ID at the Libraries. Some libraries have a self-serve Photocopy machine. Scranton Library does not have a self-serve Photocopy machine. More information can be found online.
4. Scanning
   - Scanners are available in many of the Libraries and digital studios.

**Computer Labs**

- Internet access
- Columbia University Information Technology (CIT): maintains many computer labs on campus. A list of Labs and Workshops can be found online. For more detailed information on printing, photocopying, and scanning, please visit library.columbia.edu.

**Library Services**

- Visit library.columbia.edu for more information on library services.

**Digital Services**

- Visit library.columbia.edu and click on the "Digital Services" tab for information on printing, scanning, photocopying.
While the Libraries house millions of volumes of books and journals on campus, there are times when materials may need to be requested from offsite shelving or partner libraries. There are a variety of ways to access other materials.

**Borrow Direct**
library.columbia.edu/find/request/borrow-direct
Borrow Direct enables you to search and request books from the circulating collections at Brown, Cornell, Dartmouth, Harvard, MIT, Princeton, University of Chicago, University of Pennsylvania, Yale, and the Center for Research Libraries (CRL). Items generally arrive within four business days.

**Interlibrary Loan (ILL)**
library.columbia.edu/find/request
ILL provides access to materials that are currently unavailable through Columbia University Libraries. Compared to Borrow Direct, ILL offers non-book loans, international requests, and a wider range of borrowing institutions but can often take longer to process. Articles generally arrive in a few days, other items within two-to-three weeks, or sooner depending on availability.

**Scan and Deliver** is a service within ILL that allows for scans of articles and book chapters from participating Columbia University Libraries to be delivered. Requests for materials can be made through your ILL account and are delivered within two-to-three business days.

**Recall**
Should any circulating item be checked out by another patron, you have the option to place a recall request in CLIO. That patron will then have two weeks to return the item, and you will be notified to pick it up at whichever campus library you choose.

**ReCAP**
ReCAP is Columbia University Libraries’ off-campus storage facility, operated jointly with Princeton University and New York Public Library. Materials housed here can be requested in CLIO and delivered within two business days.

**Printing, Copying, & Scanning**

**Printing**
Printers are located in every library on campus and available for use with your printing quota. Printing dollars are also available for purchase online or at 202 Philosophy Hall.

Color printing is available for a fee where available.

**Photocopying**
Photocopiers are located in every library and available for use with the Flex Account on your Columbia ID. Don’t have a Columbia ID? Flex Cards are available for purchase at select libraries.

**Scanning**
Scanners are available in many of the libraries and digital centers.

**Computer Labs**
cuit.columbia.edu
Columbia University Information Technology (CUIT) maintain many computer labs on campus. A mix of Mac and Windows computers and software is offered.

For more detailed information on printing, photocopying, and scanning, please visit library.columbia.edu/technology/printing-photocopying.