Guide to the Libraries

2013-14

Columbia University Libraries / Information Services

Welcome

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!

Jim Neal

James G. Neal
Vice President for Information Services & University Librarian

Library Information Office (LIO)

Located at the entrance of Butler Library, the Library Information Office answers general questions about all of the Libraries' services and resources. Visit LIO to pay fines and clear blocks on your library account or inquire about visitor passes and printing dollars for visitors and alumni.

Office of Disability 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 accommodation needs. For more information, please visit the ODS online at *library.columbia.edu/services/lio/disability.html*.

Alumni Services

With an alumni card, all Columbia University graduates can access the Columbia University Libraries. Borrowing privileges are available for a fee. You can obtain an alumni card at the Library Information Office. Off-campus access to select, online databases are available as a courtesy to all alumni. For more information, please visit *alumni-friends.library.columbia.edu*.

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100% FSC

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Research Support

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:

/culibraries @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

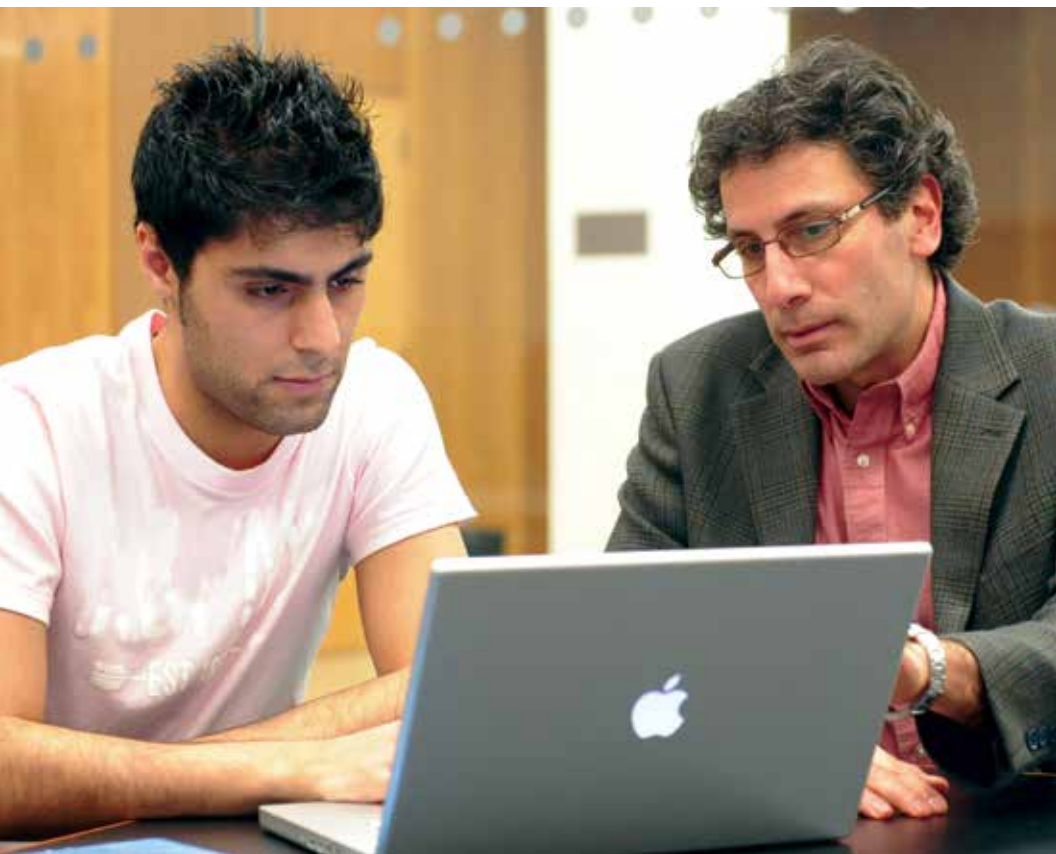
library.columbia.edu/about/policies/collection-development/liaisons
Students, researchers, and faculty are encouraged to schedule individual research consultations with subject specialist librarians. Librarians are happy to share their expertise in available library resources or database search strategies 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.



Digital Centers

Digital Humanities Center (DHC)

Butler Library, Room 305
library.columbia.edu/dhc.html

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 collaboratory (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

Digital Science Center (DSC)

Science & Engineering Library
library.columbia.edu/locations/dsc

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

Digital Social Sciences Center (DSSC)

323 Lehman Library, SIPA Building
http://library.columbia.edu/locations/dssc

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.

Software By Location

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

SOFTWARE	DHC	DSC	DSSC
Adobe Creative Suite *Photoshop, Illustrator, InDesign, Dreamweaver*	●	●	●
ArcGIS	●	●	●
Avid Media Composer	●		
EndNote X	●	●	●
FinalCut Pro	●	●	●
Matlab		●	
R		●	●
SPSS		●	●
Stata	●	●	●

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

The **Oral History Interviews Portal** searches more than 6,000 records of Columbia Center for Oral History interviews.
oralhistoryportal.cul.columbia

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

Avery Architectural & Fine Arts Library
library.columbia.edu/locations/avery

The Burke Library at Union Theological Seminary
library.columbia.edu/locations/burke

The Center for Human Rights Documentation and Research
library.columbia.edu/locations/chrdr

The Columbia Center for Oral History
library.columbia.edu/locations/ccoh

C.V. Starr East Asian Library
library.columbia.edu/locations/eastasian

Rare Book & Manuscript Library
library.columbia.edu/locations/rbml

University Archives
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

East Asian Studies
library.columbia.edu/locations/eastasian

Jewish Studies
library.columbia.edu/jewishstudies

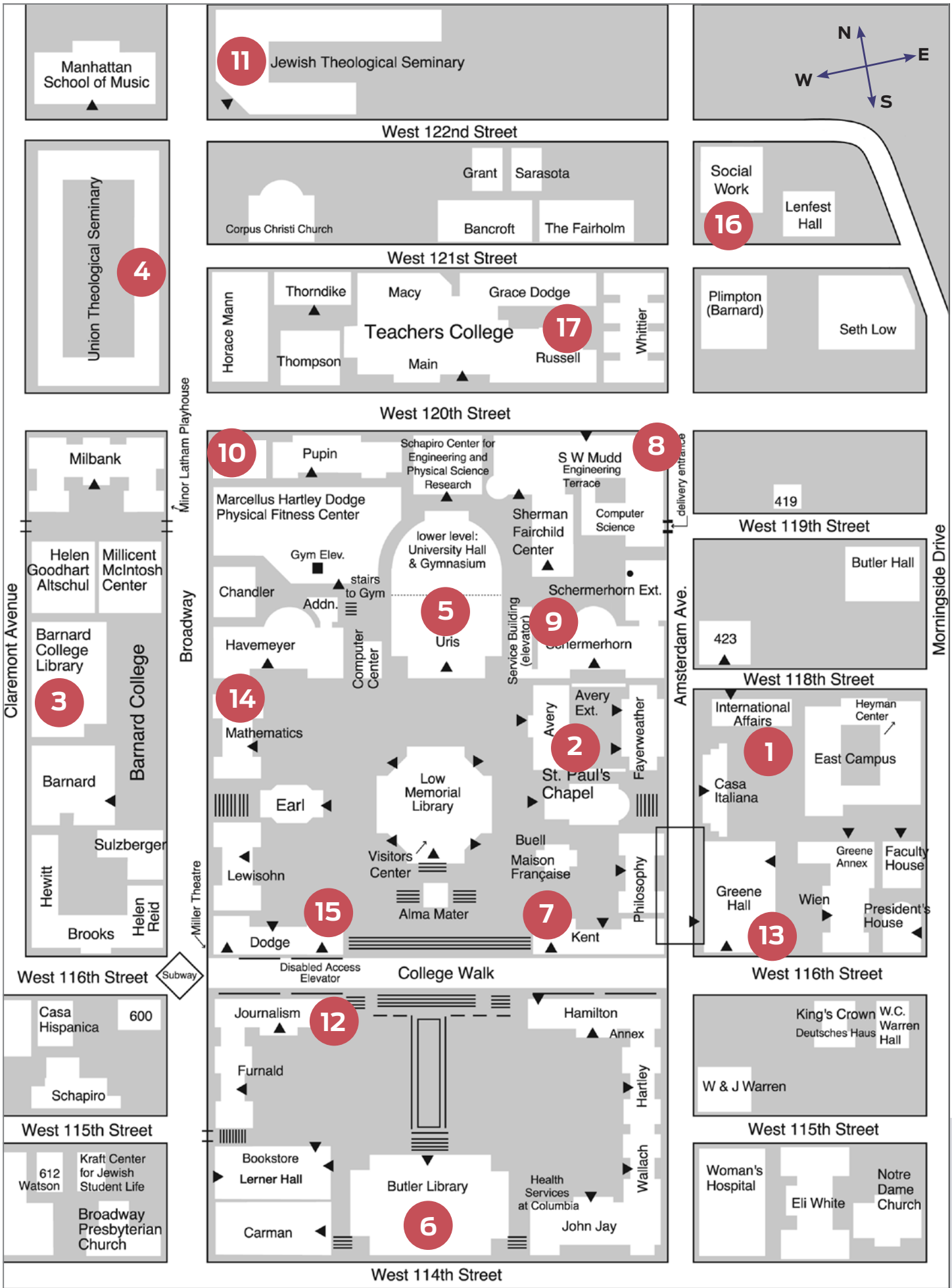
Latin American & Iberian Studies
library.columbia.edu/latinamerica

Middle East & Islamic Studies
library.columbia.edu/middleeast

Russian, Eurasian & East European Studies
library.columbia.edu/slavic

South & Southeast Asian Studies
library.columbia.edu/southasia

Libraries of Columbia University



1 Global Studies
Lehman Social Sciences Library
3rd Floor, #309, International Affairs
library.columbia.edu/global
212-854-3630

Center for Digital Research & Scholarship (CDRS)
201 Lehman Social Sciences Library
cdrs.columbia.edu/cdrsmain
212-851-7338

Digital Social Science Center (DSSC)
323 International Affairs
library.columbia.edu/indiv/dssc.html
212-854-8043

Lehman Social Sciences Library
300 International Affairs
library.columbia.edu/locations/lehman
212-854-3794

2 Avery Architectural & Fine Arts Library
300 Avery Hall
library.columbia.edu/locations/avery
212-854-6199

3 Barnard College Library
Lehman Hall, 3009 Broadway
library.barnard.edu
212-854-3846

4 The Burke Library at Union Theological Seminary
3041 Broadway at West 120th Street
library.columbia.edu/locations/burke
212-851-5606

5 Business & Economics Library
Thomas J. Watson Library of Business & Economics, 130 Uris Hall
library.columbia.edu/locations/business
212-854-7804

6 Butler Library
Nicholas Murray Butler Library,
535 West 114th Street
library.columbia.edu/locations/butler
212-854-7309

Copyright Advisory Office
507 Butler Library
copyright.columbia.edu/copyright/
212-851-0757

Studio@Butler
208b Butler Library
studio.cul.columbia.edu

Columbia Center for New Media Teaching & Learning (CCNMTL)
204 Butler
ccnmtl.columbia.edu
212-854-9058

Columbia Center for Oral History (CCOH)
801 Butler
library.columbia.edu/locations/ccoh
212-854-7083

Digital Humanities Center (DHC)
305 Butler Library
library.columbia.edu/locations/dhc
212-854-7547

Library Information Office (LIO)
201 Butler
library.columbia.edu/services/lio
212-854-7309

Milstein Library
Philip L. Milstein Family College Library
2nd, 3rd, & 4th Floors Butler
library.columbia.edu/locations/undergraduate
212-854-0520

Rare Books & Manuscript Library (RBML)
6th Floor East, Butler
library.columbia.edu/locations/rbml
212-854-5590

7 East Asian Library
C.V. Starr East Asian Library,
300 Kent Hall
library.columbia.edu/locations/eastasian
212-854-4318

8 Engineering Library
Monell Engineering Library, 422 Mudd
library.columbia.edu/indiv/eng.html
212-854-2976

9 Geology Library
601 Schermerhorn
library.columbia.edu/indiv/geology.html
212-854-4713

10 Science & Engineering Library
401 Northwest Corner Building
library.columbia.edu/locations/science-library
212-851-2950

Digital Science Center (DSC)
library.columbia.edu/locations/dsc

11 Jewish Theological Seminary Library
3080 Broadway
jtsa.edu/Library.xml
212-678-8000

12 Journalism Library
204 Pulitzer Hall
library.columbia.edu/indiv/jour.html
212-854-0390

13 Law Library
Arthur W. Diamond Law Library, 300 Greene Hall
library.columbia.edu/locations/journalism
212-854-3922

14 Mathematics Library
303 Mathematics
library.columbia.edu/locations/math
212-854-4712

15 Music & Arts Library
Gabe M. Wiener Music & Arts Library,
701 Dodge Hall
library.columbia.edu/locations/music
212-854-4711

16 Social Work Library
2nd Floor, 1255 Amsterdam Avenue
library.columbia.edu/locations/social-work
212-851-2194

17 The Gottesman Libraries at Teachers College
525 West 120th Street
library.tc.columbia.edu/
212-678-3494

Not on Morningside campus:

Geoscience Library
Lamont-Doherty Earth Observatory
Palisades, NY
library.columbia.edu/locations/geoscience
845-365-8808

Health Sciences Library
Augustus C. Long Health Sciences Library
701 West 168th Street
library.cumc.columbia.edu/
212-305-3605

Offsite Shelving (ReCAP)
Research Collections and Preservation Consortium Offsite Shelving
Princeton University Forrestal Campus
Plainsboro, NJ
library.columbia.edu/find/request/off-site
(212) 851-5621

Beverages in spill-proof cups permitted in certain sections

Food eaten quietly permitted in certain sections

Areas available for group study

Open 24 hours

Quiet zone

Color printing available for a fee

Workstations available

Scanner available

HOURS:
Hours vary at individual libraries throughout the semesters. Please check library hours online before visiting.
hours.library.columbia.edu/

Requesting Resources

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.