

## Diskettes

Scott Library Users may purchase unformatted diskettes at the Circulation Window for \$1.50 each.

## Interlibrary Loan

Interlibrary Loan (ILL) requests for books or journal articles not owned by Scott Library may be initiated and/or picked up at the Circulation Window. ILL request forms are Blue for journals and Green for books. ILL requests can be initiated electronically on JEFFLINE at

[jeffline.jefferson.edu/SML/services/ILL/](http://jeffline.jefferson.edu/SML/services/ILL/)

Jefferson students are entitled to 10 ILL requests at no charge per academic year. Fees for ILL requests are \$5.00 for regular delivery (7-10 days) or \$10.00 for a Rush Request (48 hours). Rush Requests are reserved for Patient Care emergencies. Payments can be made in cash or by Interdepartmental Charge code (IDC).

## JEFFDocs

JEFFDocs is a photocopying service for articles found in our journal collection. For a fee of \$5.00 per article, qualified TJU students, staff, and faculty may take advantage of the JEFFDocs service. The completed yellow JEFFDocs request form may be turned in at the Circulation Window or you may initiate your request on JEFFLINE at:

[jeffline.jefferson.edu/SML/services/ILL/](http://jeffline.jefferson.edu/SML/services/ILL/)

## Searches

Database searches done by the Information Services Dept. can be picked up and paid for at the Circulation Window.

## Lost and Found

The Library keeps Lost and Found items behind the Circulation Desk. Unclaimed items are taken to the University Lost and Found, located on the ground floor of the Curtis Building, Room CB16.

## Personal Property

Personal items may be placed on designated shelves on the west end of the 4th floor. Personal property is left at the user's risk. Scott Memorial Library is not responsible for lost or stolen items.

## Food and Beverage Policy



Beverages are permitted in an **official Jefferson mug only** (for sale at TJU Bookstore). Water, only, is permitted in clear bottles with screw-on caps. No food is allowed. Beverages in non-approved containers must be thrown away, or patrons may be asked to leave the Library.

## Group Study

Please note that group study is permitted only on the 1st floor and in room available in the LRC. All other floors are quiet floors to facilitate research.

## Security

All patrons must wear TJU or other appropriate ID at all times while on University property. Security Officers will check for TJU, affiliate, or subscription identification cards 24 hours per day.

## Circulation Department

215-503-6994

### Regular Hours

Monday – Thursday	8:00 a.m. – Midnight
Friday	8:00 a.m. – 10:00 p.m.
Saturday	11:00 a.m. – 7:00 p.m.
Sunday	10:00 a.m. – Midnight

### Summer Hours

Monday – Friday	8:00 a.m. – 10:00 p.m.
Saturday	11:00 a.m. – 7:00 p.m.
Sunday	2:00 p.m. – Midnight

Holiday hours are posted in the Library and on JEFFLINE throughout the year at:

[jeffline.jefferson.edu/SML/policies/hours.html](http://jeffline.jefferson.edu/SML/policies/hours.html)

Access Services Department  
Scott Memorial Library  
1020 Walnut Street  
Philadelphia, PA 19107  
215-503-6994/6995

<http://jeffline.jefferson.edu>

The

ACCESS

SERVICES

DEPARTMENT

Academic & Instructional  
Support & Resources

Scott  
Memorial  
Library

Thomas  
Jefferson  
University



Your link to library access, book  
and journal collections, reserve  
items, and photocopy services

Welcome to the Access Services Department of Scott Memorial Library and Academic & Instructional Support & Resources (AISR). Located at the 2nd floor Circulation Window, the Access Services Department is your gateway to library access and services.

Scott Memorial Library is open to Thomas Jefferson University ID cardholders and Thomas Jefferson University Affiliates, 7 days a week, with 24-hour access to the first and fourth floors. Please contact the Access Services Department with any questions about the services available to you as an affiliate member or as a member of the Jefferson Health System. Contact the Circulation staff for information regarding Courtesy Cards, Individual Memberships and Corporate Memberships, and spouse/domestic partner privileges, or see JEFFLINE at: [jeffline.jefferson.edu/SML/about/](http://jeffline.jefferson.edu/SML/about/).

Members of the general public may use the Library from 8:00 a.m. – 5:00 p.m., Monday through Friday, for a \$1.00 fee.

## Library Collections

The Library's collections can be found on floors 1-4 of the Scott Building. The circulating Book Collection, found in THOMCAT with the locations "Stacks," is located on the fourth floor.

### Collection Locations

<i>Browsing Room</i> (Popular Magazines and Books)	1st Floor
<i>Journals – 1995 to present</i>	2nd Floor
<i>Journals – Previous years</i>	3rd Floor
<i>Oversize Books</i>	4th Floor
<i>Reference Collection</i>	2nd Floor
<i>Special Collections and Archives</i>	4th Floor

The Audio-Visual Collections and Anatomical Models are housed in the Learning Resources Center (LRC) in Room 307.

## Borrowing Privileges

Borrowing privileges for TJU members and affiliates may be activated at the Circulation Window upon presentation of a valid Jefferson ID card. Your Jefferson ID card is your library card. Please notify the Library if your card has been lost or stolen. Library users are responsible for all items borrowed on their cards, including lost or stolen items. Help us keep your patron record current by notifying the Library of changes in your status, address, or barcode number.

### Loan Periods

<i>Books</i>	21 days
<i>Reserve Materials/Newspapers</i>	2 hours
<i>Bound Journals</i>	1 day
<i>Unbound Journals</i>	Do Not Circulate
<i>Anatomical Models</i>	Do Not Circulate
<i>Audio-Visual Slides/Tapes</i>	3 days
<i>Book Renewals</i>	2 times

*Borrowers may have up to 20 items charged out to their accounts.*

### Overdue Notices

Overdue Notices are sent as a courtesy to remind users to return borrowed items; they are sent weekly until the "Final Overdue Notice" is mailed. Overdue notification is done by email, Interoffice Mail, or by the U.S. Postal Service. Failure to receive an overdue notice does not exempt the borrower from paying overdue fines.

### Overdue Fines and Penalties

Overdue fines accrue at \$0.25 per day for books and \$1.00 per day for Reserves, bound journals, LRC items, and audiotapes. Borrowing and Renewal privileges are automatically blocked when fines total \$5.00. For items more than four weeks overdue, JEFFLINE access will be suspended until items are returned and fines are paid.

### Book Returns

Library Drop Boxes for book returns are located in the Scott Building, First Floor Browsing Room area, and in the Gibbon Building, 10th Street Lobby.

## Holds

Holds are system-generated "reservations" placed on items that have been borrowed by other users. Hold circulating books may be placed/picked up at the Circulation Window. You will be notified when the book is available. Holds will remain on the Hold Shelf for one week before they are returned to the 4th floor stacks. Books on Hold cannot be renewed and should be returned to the Library immediately upon request.

### Renewals

Books may be renewed up to two times if not on Hold the next borrower. Journals may not be renewed. Users who have overdue books or unpaid fines will not be allowed to borrow or renew books. Books may be renewed in person, by phone, or via JEFFLINE at [jeffline.jefferson.edu/SML/services/renewal.html](http://jeffline.jefferson.edu/SML/services/renewal.html)

### Lost Books and Journals

Please notify the Library immediately if you have lost a book or journal. Replacement and Processing Fees for lost or unreturned items are:

ITEM	REPLACEMENT FEE	PROCESSING
Book	Current Replacement Cost	\$25
Out of Print Book	Current Market Value of a Comparable Text	\$25
Journal	Current Replacement Cost	\$25
Browsing Room Book	Current Replacement Cost	\$25

### Copy/Printing Services

Copycards for use in the copiers and printers cost \$1.00 at the Circulation Window. There is an additional charge of \$0.10/page for TJU users and \$0.25/page for non-TJU users. Copies and copycards may be charged to an Interdepartmental Charge code (minimum purchase \$5.00).

Scott Library has seven Xerox Document Center Copiers: four on the 2nd floor, two on the 3rd floor, and one on the 4th floor. The copier in the 2nd floor Reference area and the copier on the 4th floor also function as printers. Printing costs \$0.10/page for TJU ID holders and is available on each floor of the Library. The 4th floor copier/printer is available 24 hours a day.