



**TOURO UNIVERSITY CALIFORNIA  
LIBRARY  
1545 AZUAR DRIVE,  
VALLEJO, CA 94592**

**Ask the Library!**

**Email Us** [tuc.library@tu.edu](mailto:tuc.library@tu.edu)

**Call us** 707.638.5300

**Library Resources**

**Library Website:** <http://library.tu.edu/>

**Research Guides:** <http://libguides.tu.edu/>

**Fall & Spring Semester Library Hours\*:**

Monday – Friday 7:30am – 1:00am  
Saturday – Sunday 10:00am – 1:00am

Librarians are available:

Monday, Wednesday, Thursday 8:00am – 8:00pm  
Friday 8:00am – 3:00pm

\* Please consult Library Website for exceptions to hours.

**Summer Library Hours\*:**

Monday – Thursday 7:30am – 10:00pm  
Friday 7:30am – 4:00pm  
Saturday 12:00pm – 10:00pm  
Sunday 12:00pm – 10:00pm

Librarians are available:

Monday – Thursday 8:00am – 5:00pm  
Friday 8:00am – 3:00pm

\* Summer hours valid June 1st – July 31st, 2017. Please consult Library Website for exceptions to hours.

**YOUR LIBRARIANS**

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<p><b>Jennifer Abueg</b></p> <p>707-638-5316 <a href="mailto:jennifer.abueg@tu.edu">jennifer.abueg@tu.edu</a></p>	<p><b>Technical Services / Instruction Librarian</b> Subject Librarian for: College of Osteopathic Medicine, Physician Assistant and Public Health Programs</p>
<p>Vacant</p>	<p><b>Access Services / Instruction Librarian</b> Subject Librarian for: College of Pharmacy, Graduate School of Education, and School of Nursing</p>
<p><b>Alexa Stoneman</b></p> <p>707-638-5315 <a href="mailto:alexa.stoneman@tu.edu">alexa.stoneman@tu.edu</a></p>	<p><b>Electronic Resources / Instruction Librarian</b> Subject Librarian for: Physician Assistant and Public Health Programs, and College of Pharmacy</p>

## LIBRARY FAQs

### **DO I REALLY NEED A LIBRARY CARD?**

**Yes!** Each student is issued a Library card with a unique barcode on the back of the card. Library cards are needed not only to check-out reserve and circulating materials but also to access the Library's electronic resources off campus. Please do not share your barcode with others as this will jeopardize the Library's licensing agreements.

### **WHERE DO I PICK UP MY LIBRARY CARD?**

Library cards are available for pick up at the Library Circulation desk. Exceptions: Library cards are mailed to Graduate School of Education students at their home address; School of Nursing students will receive their cards at orientation.

### **DO YOU HAVE A COPY OF MY TEXTBOOK IN THE LIBRARY?**

**Yes, usually!** If possible, the Library acquires all required and recommended textbooks in print and when available, in electronic format. The Library keeps at least one copy of required and recommended textbooks in the Reserve collection behind the circulation desk. Print reserve materials may be checked out from the circulation desk for 3 hours at a time and must be used in the Library. With few exceptions, reserve items are limited to one check-out at a time.

To look up Reserve materials for a particular course, you will want to first go to the library catalog and search by either the course name and/or faculty name by using the "Course reserves" tab in the Library catalog.

### **WHAT LIBRARY RESOURCES ARE AVAILABLE TO ME?**

If you are working on or off-campus, the Library has the resources to help! The Library has over 110,000 eBooks and approximately 50,000 eJournals, as well as more than 100 databases to help you with your research. If you are on campus, all of these electronic resources can be accessed from campus computers without your library barcode. If you are off-campus, you will be prompted for your full name and library barcode number when accessing databases remotely.

The Library also has physical materials (print and media). Students may check out 15 items at a time. Standard check-out for circulating materials is three weeks, and items may be renewed twice in person or online. Please note: overdue fines are \$1/day per item.

### **I THINK I NEED RESEARCH HELP!**

**No Problem!** We are happy to help! Please refer to the above the list and contact your Subject Librarian for assistance.

### **I FOUND A GREAT ARTICLE (OR BOOK ) THE LIBRARY DOESN'T OWN, CAN YOU GET IT FOR ME?**

**Yes!** Any items you need that are not available through our Library can be ordered through interlibrary loan. This is a free service, simply complete the online interlibrary loan form located on the Library website. Articles are generally filled in two or three business days and delivered to your @tu account. Books generally take 7-14 days to arrive.

### **HELP! I NEED A PLACE TO STUDY!**

The Library has two main study areas. If you need a quiet place to study, the north side is for silent study only. The south side allows an appropriate level of talking for individual or group study and also includes two standing desks.

The Library also has nine group study rooms and a conference room. Study room reservations are made via the self-serve iPad located at the circulation desk.

The Library has an IT supported Computer Lab equipped with 17 PCs and with both black and white and color printers.

#### **I JUST NEED TO MAKE A COPY OR SCAN?**

The Library has three copy machines/scanners/printers that also allow for wireless printing. These are accessed using your Student i.d. badge. Scans can be sent to your e-mail. Detailed instructions and costs have been provided by IT in room 207.

#### **WHAT IS STUDY HALL?**

During Sabbath hours, 30 minutes before sunset Friday night until one hour after sunset on Saturday night, if the Library is open, it operates as a study hall; the computer lab and the copy room are closed and no materials may circulate including reserve materials. Study Hall hours are posted on the Library Website and front door of the Library,

#### **ARE THERE OTHER EXCEPTIONS TO THE LIBRARY'S HOURS?**

**Yes!** Library hours can change depending on exams, breaks, and holidays. For full details please consult the Library website.

#### **CELL PHONES:**

Please no talking on cell phones in the Library, and please put phones on silent or vibrate mode.

#### **FOOD AND DRINK IN THE LIBRARY:**

Food can be consumed only on the south side of the Library and in study rooms. Food is not allowed on the north (silent) side of the Library. Room 206 in the Library has food and beverage vending machines, a sink, a microwave, and a small table and chairs where meals can be eaten.