




<p>Ask the Library!</p> <p>Website: www.tu.edu/library</p> <p> Online Chat available: Monday-Thursday: 10:00am-4:00pm Friday: 10:00am-2:00pm</p> <p> Email Us at tuc.library@tu.edu We will respond within one business day.</p> <p> Call us 707.638.5300</p> <p>Research Guides: http://libguides.tu.edu/</p>	<p>Touro Library Summer Hours*: (Summer hours valid June 1st – July 31st, 2016)</p> <p>Monday – Thursday: 7:30am – 1:00am Friday: 7:30am – 4:00pm Saturday: 10:00am – 1:00am Sunday: 10:00am – 1:00am</p> <p>Librarians are available: Monday – Thursday: 8:00am – 8:00pm Friday: 8:00am – 3:00pm Appointments also available</p> <p>*Please consult Library Website for exceptions to hours</p>
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Your Librarians:			
Tamara Trujillo	Library Director Subject Librarian for: College of Osteopathic Medicine, Graduate School of Education, and School of Nursing	707-638-5314	tamara.trujillo@tu.edu
Jennifer Abueg	Technical Services / Instruction Librarian, Subject Librarian for: College of Osteopathic Medicine, Physician Assistant Program and Public	707-638-5316	jennifer.abueg@tu.edu
Vacant	Access Services / Instruction Librarian Subject Librarian for: College of Pharmacy, Graduate School of Education, and School of Nursing		
Nathaniel Jenkins	Electronic Resources / Instruction Librarian Subject Librarian for: College of Pharmacy; Physician Assistant & Public Health Programs	707-638-5315	nathaniel.jenkins@tu.edu

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 generally available for pick up at the Library Circulation desk. Exceptions are: Graduate School of Education, Library cards are mailed to 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 numerous 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 2 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 8 group study rooms and a conference room. Study room reservations are made in the self-serve binder located at the circulation desk. Individuals may use the group study rooms but must cede the room for group use.

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 two copy machines/scanners that also allow for wireless printing. These are accessed using your Student i.d number. Scans can be sent to your e-mail. Detailed instructions and costs have been provided by IT and are located on the bulletin board in the Copy Room (Room 205)

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, holidays, and summer. 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:

Snacks (crackers, fresh fruit and vegetables, cookies, nuts) are o.k. to eat in the Library, but please no meal-type foods (pizza, sandwiches, etc.). Room 206 in the Library has 2 vending machines, a sink, a microwave, and a small table and chairs where meals can be eaten.