

If you are a TA...

If you make an assignment that requires the use of library resources, it will be helpful if you:

- ❖ Let us know in advance if a group of students will be looking for the answers to the same questions, or asking to use the same reference tool.
- ❖ Arrange a tour or database demonstration for your students. The librarian for your department can tailor a session to the needs of your students. (See the list of librarians below.)
- ❖ Discuss assignments you are planning with the librarian for your department to make sure the resources your students will need are available.
- ❖ Check on your reserve materials from time to time, to make sure that the file is complete.

Science and Engineering Librarians

Astronomy	Carlin Sappenfield ☎343-7107 ✉carlin.sappenfield@vanderbilt.edu
Biological Sciences	Jon Erickson ☎343-7105 ✉jon.erickson@vanderbilt.edu
Biomedical Engineering	Jon Erickson ☎343-7105 ✉jon.erickson@vanderbilt.edu
Chemistry	Kitty Porter ☎343-7106
Chemical Engineering	✉kitty.porter@vanderbilt.edu
Civil & Environmental Engineering	Richard Stringer-Hye ☎343-4395 ✉richard.s.stringer-hye@vanderbilt.edu
Electrical Engineering	Carlin Sappenfield ☎343-7107
Computer Science	✉carlin.sappenfield@vanderbilt.edu
Earth & Environmental Sciences	Richard Stringer-Hye ☎343-4395 ✉richard.s.stringer-hye@vanderbilt.edu
Mathematics	Carlin Sappenfield ☎343-7107 ✉carlin.sappenfield@vanderbilt.edu
Mechanical Engineering	Kitty Porter ☎343-7106 ✉kitty.porter@vanderbilt.edu
Physics	Carlin Sappenfield ☎343-7107 ✉carlin.sappenfield@vanderbilt.edu

10 Things to Know

1. We like to honor suggestions for purchase of materials. Let us know what you want!
2. If you are pressed for time and you need an article quickly, we have our ways and can help you.
3. Scan-to-email is free. You can scan documents quickly and send them to your email in PDF. No charge.
4. We are open continuously from Sunday at 12 noon through Friday at 10 pm during the fall and spring semesters.
5. When we are open, so is coffee. \$.75 per cup.
6. Submit your thesis or dissertation in electronic format.
7. For books that are not recalled, we do not charge overdue fines. (Applies to all libraries on campus except Central.)
8. Loan period for grad students is 90 days with 3 renewals.
9. www.library.vanderbilt.edu/science
10. www.library.vanderbilt.edu/science

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☎322-2775

Surrogate Cards

A faculty member you work for may request a **Surrogate Card** for you.

A surrogate card allows you to check out materials on the faculty member's record, with faculty borrowing privileges (up to 1-year check out for books, 4-hour check out of bound periodicals). The faculty member is responsible for any fines you accrue or materials you fail to return.

Both you and the faculty member must have a current Vanderbilt card. The faculty member must sign surrogate card forms, which are available at the Circulation Desk, before the card can be issued.

Annex Materials

In addition to the resources housed on campus, Stevenson Library materials are also located at the **Library Annex**. Annex materials are delivered by courier to the Circulation Desk. Request forms are at the Reference Desk and on our Web page.

The Library Annex is a storage facility for older, less frequently used materials. A substantial part of our journal collection, generally anything published before 1970, is kept at the Annex.

Materials are delivered about half a business day after you request them. Graduate students may check out Annex books for 90 days; periodicals normally circulate only to faculty members.

Researchers working on projects that would necessitate transporting large numbers of volumes may arrange to do research at the Annex.

No Time to Keep Up with Research in Your Field?

A number of **current awareness services** allow you to set up e-mail notification, including tables of contents of the latest issues of journals in your field or citations for new journal articles published on topics you specify.

Check with your subject librarian for information on what is available.

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SERVICE DESK

☎ 322-2775

Your Own Library Privileges

Most books are due 90 days from the day you check them out.

You may renew books up to 3 times at any other Vanderbilt library or by using Acorn. On Acorn, select "My Account." You will be prompted to enter your PIN number: the *first* four digits of your Social Security number.

If you need to renew materials more than 3 times (as long as they have not been recalled by another borrower), take them to the Stevenson Library. Circulation staff will check them in and back out to you, resetting the renewal limit.

If you have more than 25 overdue items, Acorn will block electronic renewal. Go to the Stevenson Library with enough of your overdue items to bring your overdue total below 25.

Stevenson Library materials may also be renewed by telephone by calling 615-322-2775 during library hours. Please have the books in hand when making telephone renewals, and remember to note your new due date.

Other Resources and Services

The **Classroom** and **Group Study Room** may be reserved for meetings or study sessions.

The Classroom is equipped with a **projection and sound system** for Internet (using the installed computer or your laptop), DVD, and VHS.

Reserve a **carrel**. Library books, including those from the Annex, may be charged to the carrel, allowing you to avoid transporting them. Books charged to a carrel are due August 15, 2004. If the carrel is renewed, the books are automatically renewed for another year.

Interlibrary loan is free and available to all Vanderbilt students, faculty and staff. A link to the request form is on the Stevenson Library Web page.

Set up a **consultation** with the librarian for your department before beginning the library research process. Particularly as our collection of electronic databases and full text journals grows, our expertise can save you time and frustration.

Other services include wireless or wired **network ports** for your laptop, checkout of **calculators**, **laptops** or **digital camera**, **scanning**, and **color printing**.

LIBRARY HOURS

OPEN CONTINUOUSLY FROM NOON ON SUNDAY THROUGH 10:00 PM FRIDAY.

SATURDAY

9:00 A.M. - 10:00 P.M.