



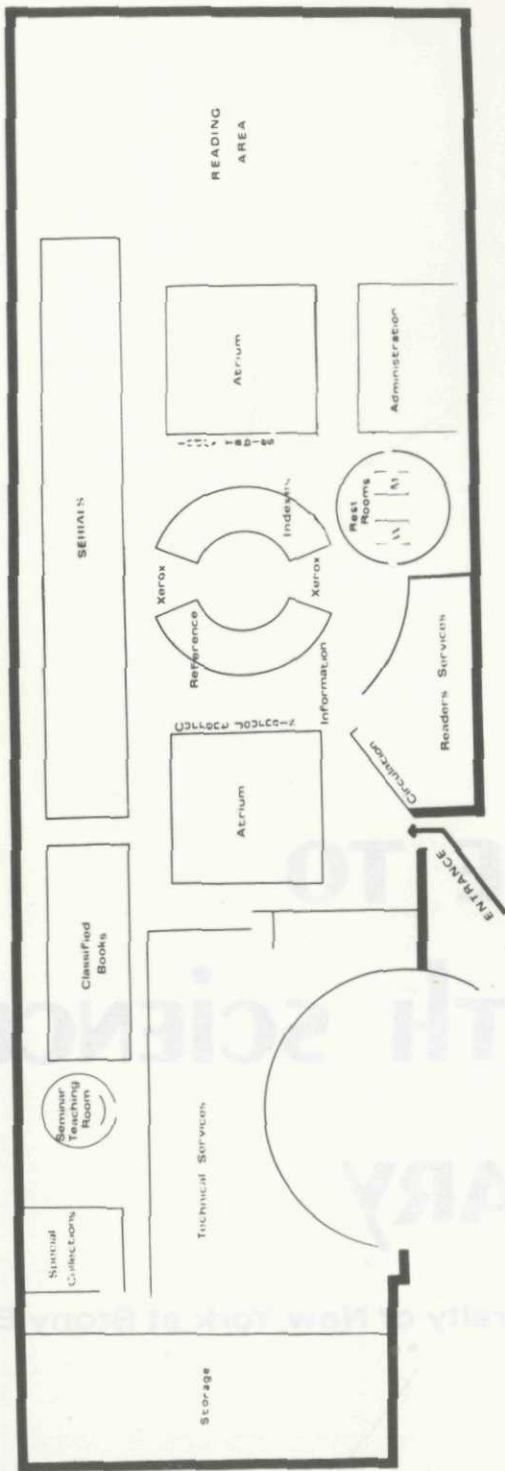
# guide to HEALTH SCIENCES LIBRARY

State University of New York at Stony Brook

**guide TO  
HEALTH SCIENCES  
Library**

**State University of New York at Stony Brook**

# HSC LIBRARY



## SERVICE TELEPHONE NUMBERS

Administration	<sup>246</sup> 444-2527
Acquisitions	444-2516
Cataloging	444-2516
Circulation	444-2512
Reference	444-2515
Serials	444-2524
Interlibrary Loan	444-2530

For intra-campus calls, dial <sup>6</sup>4 before the four digit extension number; for example to reach ~~444-2512~~, dial <sup>6</sup>4-2512.

## LOCATION

The Health Sciences Library is located on the third level of the Health Sciences Center.

## HOURS

Monday through Thursday	8:30 a.m. to 11:00 p.m.
Friday and Saturday	8:30 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 9:00 p.m.

## HOLIDAYS (Library Closed)

Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day  
Easter Sunday  
July 4th

## REGULATIONS

No Smoking  
No Food or Drink  
No Bare Feet  
No Lab Coats

## THE COLLECTION

Our present holdings number approximately 135,000 volumes, 30,000 of which are books or monographs. The remainder are bound back files of periodicals or serials. Our current subscriptions to periodical and serial titles number over 3,600.

Suggestions for additions to these holdings are welcomed and encouraged. The Director must, however, for purposes of budget and long range planning, reserve the right to determine which items will be added to the collection.

## STACKS

Books and monographs are arranged on the shelves by "call number" as it appears in the upper left hand corner of the catalog card.

Periodicals are shelved by title, as they appear in the computer printout of serial holdings. Journals dated before 1960 are in storage, and available within 24 hours of request.

## CATALOGS

The book collection is accessed through a divided card catalog. Each book can be found by author or organization name in the Name Catalog, by title in the Title Catalog, or by various subject headings in the Subject Catalog.

Periodicals, which include many yearbooks as well as traditional journals, are listed in a computer produced, bookform catalog which is located adjacent to the Reference Desk.

## RESERVE BOOKS

These books are shelved behind the Circulation Desk and are subject to special circulation regulations.

## RESERVE BOOK POLICY

Reserve books may be used in the Library during regular Library hours by signing them out at the Circulation Desk. A Borrower's Card or SUNY I.D. Card is required.

Reserve books may be checked out for overnight use one-half hour before the library closes and are due back by 10 a.m. Monday-Saturday, and 2 p.m. on Sunday.

The loan period within the Library is two hours (enforced only when others are waiting).

Books are signed out at the Circulation Desk and *Must* be returned to the Circulation Desk. Readers are responsible for books left on tables.

The fine policy for reserved books is as follows:

25 cents per hour up to a total of \$9.00 plus the cost of the book. No overdue notices will be sent.

Lists, filed by instructor's name, are kept at the Circulation Desk and cards in the card catalog are identified by a blue stripe across the top of a plastic cover on each card.

## NEW BOOKS

The first drawer in the title card catalog contains a file of books in process. If a receipt date is given, the book is available for use within the library upon request.

Books newly classified for our collection are shelved in the "New Additions Section." These books do not yet have card catalog entries. They remain in this section for approximately one month and may circulate following a two week display period.

## AUDIO-VISUAL MATERIAL

The Library is in the process of building its Audio-Visual collection. Some material is already available in the form of slides and cassette tapes. Slide viewers and cassette players are available in the Library.

## VERTICAL FILE

This is an uncataloged, filed by subject, collection of recent pamphlets and short bibliographies. It is housed adjacent to the Reference Department and is available for use in the Library or on loan at any time.

## CIRCULATION AND BORROWING PRIVILEGES

- Borrowing privileges are extended to all members of the University community and to individuals involved directly in health care delivery in Nassau and Suffolk Counties. Restrictions imposed on the use of our facilities arise from the specialized nature of the materials in the library.
- All borrowers must register for library cards. These cards must be presented in order to borrow any material.
- *Books will circulate for a period of two to three weeks, except those books marked "Reference" or "Reserve."*
- Reference books do not circulate.
- Periodicals do not circulate.
- Reserve books may be borrowed for limited periods only. (See Reserve Book Policy).
- Materials may be renewed in person, by post card, or by telephone for two additional three week periods. However, should a book be requested by another borrower, the renewal privilege will be denied and the book must be returned to the Library on the date due.
- All renewals will be made from previous date due, and requests for renewal will not be accepted before that date.
- A total of six books may be borrowed at any one time. (No more than four books with the same classification numbers).

## OVERDUE MATERIALS

There will be no fines charged for overdue material. Two reminder notices will be mailed after the due date for all overdue items from

the general collection. If the material is not returned to the Library within one month of the date due, the borrower will be informed of the retail price of the missing items, plus the reprocessing fee of \$9.00 per item, for which he, or she, will be charged.

Notification of delinquency will be sent to the appropriate Dean or to the Bursar's Office.

Borrowing privileges will be denied until obligations are satisfied.

## PHOTOCOPYING SERVICE

Pass keys may be signed out from the circulation desk for use of photocopy machines. The copies are \$0.05 per exposure. With prior arrangement, photocopying may be charged to a grant or departmental account number.

## INTERLIBRARY LOANS

We will attempt to borrow either the original or a photocopy of any needed material not available on our campus within limits imposed by the Copyright Law which became effective January 1, 1978.

In order to facilitate this procedure, we ask that you abide by the following regulations:

1. All requests for interlibrary loans must be submitted in writing. Request forms are available at the Circulation Desk.
2. All the items on the request form must be completed.
3. Most loan transactions are free. If there are any charges, the borrower will be notified and must agree to pay these fees before the request is filled.
4. The borrower will be notified upon receipt of material. Original material must be charged out by the borrower. Books will not be sent via campus mail.
5. A maximum of ten requests per person per week (three per day) has been set, subject to staff availability.

## REFERENCE SERVICES

Professional assistance is available Monday through Thursday from 8:30 a.m. to 9:00 p.m., and on Friday and Saturday from 8:30 a.m. to 5:00 p.m.

Quick-answer service is available for requests made in person or via telephone. This includes answers to requests for definitions, addresses, biographical information, etc.

More extensive answer service — involving digest material and summary of material — is available, but only on submission of written request and/or personal interview with a reference librarian.

Information on translations and translating services is also available. Subject bibliographies, both machine and manual, are handled within limits of staff availability.

User orientation to the Library is offered on request to incoming students and faculty. Schedules are arranged in conjunction with the various schools and departments.

An introduction to library research resources, preparatory to writing papers, theses, etc., can be arranged by appointment with the Reference Department for individuals or small groups.

### COMPUTER PRODUCED BIBLIOGRAPHIES

The Library has on-line access to information data bases via the MEDline and Bibliographic Retrieval Service Terminals in the Reference Department. Both systems currently access the Medical Analysis and Retrieval System (MEDLARS) tapes, as well as several other data bases, covering a variety of disciplines.

Individualized subject bibliographies are available as a one time, retrospective search or on a monthly current awareness basis.

*State University of New York at Stony Brook does not discriminate on the basis of sex, race, religion, national origin, age, physical disability or marital status in education programs and activities, including employment therein and admissions to such programs and activities.*

### THE UNIVERSITY

The State University of New York at Stony Brook is the comprehensive State University for the New York metropolitan area. Stony Brook, one of four comprehensive centers in the 64-institution SUNY system, has a stated goal of being a responsive university of excellence, dedicated to serving one of the nation's fastest growing population areas. Because the Nassau-Suffolk region in which it is located lags far behind the rest of the state and nation in higher education facilities, the University's mission is an especially urgent one. Founded in 1957 at Oyster Bay, the campus moved in 1962 to its present 1000-acre wooded location on the north shore of Long Island, 60 miles east of Manhattan. The University currently enrolls 17,000 students (11,500 undergraduates, and 5500 graduate students, including about 2500 part-time graduate students enrolled in continuing education programs) and the faculty numbers 1200, of whom about 71% hold doctoral degrees. Degrees are offered by the College of Arts and Sciences, College of Engineering and Applied Sciences, Graduate School, Center for Continuing Education and Health Sciences Center.