Library Cheat Sheet

Your Liaison Librarian
Amanda Nevis | amanda.nevis@tufts.edu | 617-636-6774
Your liaison can help you with program-specific research assistance.
Library Dental Resources: http://researchguides.library.tufts.edu/dental

Library Hours
Building hours differ from staffed library hours. Here’s everything you need to know:

Library Service Desk Hours
M-Th: 7:45am-11pm
F: 7:45am-7pm
Sa: 10am-7pm
Su: 12pm-10pm

Research & Instruction Librarian Hours
M-F: 7:45am-5:30pm

Sackler Building Hours
The building is open from 6am-12am* daily, but you need your ID to unlock the doors outside of these hours:
M-F 7am-7pm
Sa: 10am-7pm
Su: 12pm-10pm
*Swipe access ends at 11pm, but you can stay until 12am

For extended hours and holidays please visit: hirshlibrary.tufts.edu/about-us/hours

Hirsh Library Floor-by-Floor

Sackler 4
Amenities: Charging station, hot and cold water dispenser, sink, microwaves

Sackler 5
IT Walk-Up Desk, Classroom 507, Computer labs 510 & 514, Collaboration Rooms, Open Study Room, Book Stacks, Printers, Scanners, Public Computers,
Amenities: standing desk, water bottle filling station

Sackler 6 (Quiet floor)
Library Offices (610), Classrooms 604 & 607, study room, Special Collections Room, study carrels
Amenities: 2 standing desks, water bottle filling station

Sackler 7 (Quiet floor)
Study rooms, journals, study carrels
Amenities: standing desk, water bottle filling station

Reserve Borrowing
You can borrow more than books! Here are some other items we have:

- iPhone and Android chargers
- Mac and PC laptops
- Mac chargers
- AV Adapters
- iPads
- Dry Erase Markers
- Anatomical Models
- Headphones
- Calculators
- Projector

Remember, Reserve items must be returned or renewed after 4 hours or you may be BLOCKED!

Ask us!
We are here for you and want to hear from you! Research or resource help, noise issues, room cleanliness, info about services or events, ideas for the library—just ask us!

Call: 617-636-6705
Email: hhs@tufts.edu
Text: 617-477-8439
Chat: hirshlibrary.tufts.edu/research/ask-us

Scanning and Printing
- Scanners are on the 5th floor. You can email scans to yourself or print them.
- Printers are on the 4th and 5th floors and only accept JumboCash.

Get Jumbocash
Add money to your Tufts ID at the kiosk on Sackler 4 or at www.jumbocash.net

How to print
Enter your Tufts username when you send your document to a printer. Swipe your ID at the printer to view your job and print it.

Print costs
Single-sided: B&W: $.10 | Color: $.30
Double-sided: B&W: $.15 | Color: $.45

The IT desk is in the library but is run by Tufts Technology Services

IT Support
M-F 9am-5pm
Off campus and 24/7 assistance: it@tufts.edu or 617-627-3376
Building of Research Skills at TUSDM

You will receive training from librarians in support of research skills throughout all four years at Tufts. This diagram highlights the major points of contact.

Librarians are also available to assist you outside of these. Just ask!

First Year
Finding, using, and appropriately citing trustworthy information

Second Year
Conducting basic research in support of the EBD process and communicating clearly and effectively your process and findings

Third Year
Conducting, understanding, and disseminating complex searches for information in support of the medically-complex patient

Fourth Year
Supporting and mentoring your BaSiC Sssss group in executing all of these research skills appropriately

Epidemiology
(Fall)

Every year
A librarian is assigned to your BaSiC Sssss group. Use the resources they suggest and don’t hesitate to reach out to them: http://sites.tufts.edu/basicsssss/grading-forms-1/librarians

Library Vocabulary

Call Number | For print books, a notation usually consisting of both letters and numbers that indicates the book’s location in the library. See the box at the bottom of the page for more information.

Catalog | Searchable record of all the resources the library owns. Ours is called JumboSearch and can be found at hirshlibrary.tufts.edu

Citation | Everything needed to let someone find where information was acquired.

ILLiad | A service that lets you borrow items our library doesn’t own from other libraries. You get 20 items free each year.

Library Service Desk | The desk on Sackler 4 where you go to check out items (including Reserves and equipment), get questions answered, or check in for scheduled appointments.

Research Guide or LibGuide | A collection of resources surrounding a particular topic that expert(s) in that field identify as being useful. May also contain tips and tricks for success, as well as definitions and key topical information.

Reserves or Course Reserves or On Reserve | Library resources that may only be checked out for a limited time for use within the library. Most items can be checked out for 4 hours at a time, but some may be checked out at the end of the day for use overnight outside of the library. Reserves are often books that are required for courses or for studying for board or licensure exams and so are quite popular. Putting a time limit on them allows everyone to get a chance to use them.

| Deciphering the Call Number |

In the catalog, a call number will look like this: WU230.P297 2006

On a book, it will be broken up into lines like this: WU 230
P297
2006

How to find a book by its call number:
First line: Look for the WU alphabetically, followed by the number, which is a normal whole number.
Second line: Look for the P alphabetically, but think of the number as a decimal without the decimal point: 297 comes before 3, which comes before 487.
Third line: Publication year. In order by year.