Library Cheat Sheet

Your Liaison Librarian
Amanda Nevius | hirshlibrary.tufts.edu/about-us/staff/amanda-nevius

Your liaison can help you with program-specific research assistance

Library Dental Resources: http://researchguides.library.tufts.edu/dental

Hirsh Library Floor-by-Floor

4th Floor
Library Service Desk, Food4Thought Cafe, printers, public computers, open study room, Current Journals, Leisure Reading, Business & Careers
Amenities: Charging station, hot and cold water dispenser, sink, microwaves

5th Floor
TTS Walk-Up Desk, printers, scanners, public computers, classroom 507, computer labs 510 & 514, Collaboration Rooms, open study room, book stacks
Amenities: standing desk, water bottle filling station

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

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

Did you know... food and drink are allowed everywhere in the library!

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.

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: hhsl@tufts.edu
Text: 617-477-8439
Chat: hirshlibrary.tufts.edu/research/ask-us

Print costs
Single-sided: B&W: $0.10 | Color: $0.30
Double-sided: B&W: $0.15 | Color: $0.45

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

TTS Walk-Up Desk Hours
M-F 9am-5pm

Off campus and 24/7 assistance
it@tufts.edu or 617-627-3376

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

Breaking News!
We have a blog and use Twitter and Facebook to let you know what's new at Hirsh Library.

@TuftsHHSL
Hiirsch Library
sites.tufts.edu/hhsnews

Connect with us for the latest info on hours, events, resources & more.

Health Sciences Writing Consultants
Free writing assistance is available to all health sciences students during the fall and spring semesters.

Our writing consultant is available to sit down with you and help you plan, organize, draft and fine tune your papers, and help you improve your writing skills in the process

For hours, more information, or to make an appointment visit:
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 for background questions and literature reviews
- **PELD (Fall)**
- **Intro to Research (Fall)**
- **IDP (Spring)**

**SECOND YEAR**
- Conducting basic research in support of the EBD foreground question and communicating clearly and effectively your process and findings
- **Epidemiology (Fall)**

**THIRD YEAR**
- Conducting searches for background and foreground questions for EBD in support of the medically-complex patient and writing the results clearly with proper citations
- **Medicine 3 (Rotation)**

**FOURTH YEAR**
- Supporting and mentoring your BaSiCSss group in executing all of these research skills appropriately
- Every year:
  - A librarian is assigned to your BaSiCSss group.
  - Use the resources they suggest and don't hesitate to reach out to them: http://sites.tufts.edu/basicsss/grading-forms-1/librarians

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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.

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| 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.