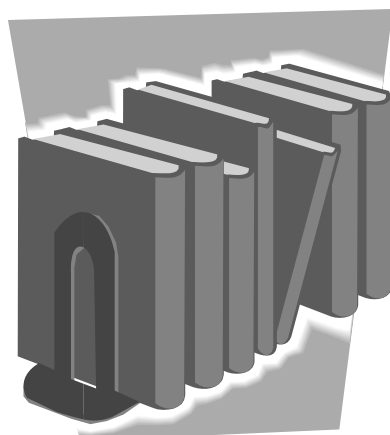


Welcome to the Social Work Library!



INSIDE:
Information about the services,
policies, and facilities of the
Social Work Library



Social Work Library

CONTACT INFORMATION

Location: B700 School of Social Work
1080 S. University Street
Ann Arbor, MI 48109-1106
Phone: 734/764-5169
Email: social.work.library@umich.edu
Web: www.lib.umich.edu/socwork

LIBRARY HOURS

During the academic year, the Social Work Library is open:

Sunday	1 PM to 6 PM
Monday – Thursday	7:45 AM to 10 PM
Friday	7:45 AM to 5 PM
Saturday	CLOSED

Hours vary during university holidays, summer months, and intersessions. To check current library hours, please visit: www.lib.umich.edu/hours

COLLECTION

The Social Work Library collects information on subjects related to the curriculum of the School of Social Work (SSW). These subjects include: social work practice, administration, and education; social casework; social welfare policy and services; child welfare; and gerontology. In addition to our 35,900 books on these topics, the library subscribes to approximately 480 periodicals, most available online. The book collection is arranged by Library of Congress call number, and the Periodical Collection is

arranged alphabetically by title. Other collections include books authored by SSW faculty, SSW dissertations, audiovisual items, course reserve materials, and reference materials. While items in our Reference Collection are non-circulating, many of these sources are now available online. These are listed at: www.lib.umich.edu/socwork/swlonlineref.html The Social Work Library subscribes to most bibliographic databases useful for social work research, listed at: www.lib.umich.edu/socwork/database.html Other campus libraries, such as the Harlan Hatcher Graduate Library, supplement the Social Work Library's collections. Mirlyn, the University Library's online catalog, can be used to search all collections at: mirlyn.lib.umich.edu

SERVICES

The Social Work Library offers many services for the students, staff and faculty of the School of Social Work.

Circulation Services

With a valid university ID (MCard), all University of Michigan students, staff and faculty may check out materials from the collections, with the exception of reference books, current periodical issues and items in the Faculty Authors Collection. Graduate students receive a check out term of eight weeks; undergraduates and staff receive three weeks; and faculty receive one term. The borrowing period for some items may be extended by **logging in** to Mirlyn at: mirlyn.lib.umich.edu

and renewing them in "My Account." Fines apply to items returned late; the Social Work Library only accepts personal checks for payment of library fines.

Course Reserves

Many SSW instructors request that required reading and media for their courses be reserved by the library for student use. These books, coursepacks, videos, etc. are available at the Service Desk. To check out reserve materials, you must present your MCard. Course reserves only circulate for four hours at a time, or overnight if less than four hours before the library closes. Late fines for reserve items are \$1.00 per hour, including any hours that the library is closed. Course reserves may not be renewed; to allow other students the chance to use them, items must be returned for thirty minutes before being checked out again to the same patron. Most articles on reserve are available full-text online via Mirlyn. To search for course reserves, **log in** to Mirlyn at: mirlyn.lib.umich.edu and click on "Course Reserves." SSW course syllabi are available on the School's web site: www.ssw.umich.edu/classes

Reference Service & Instruction

The Social Work Library provides research assistance to all members of the university community. Staff can assist you in using the collections, searching Mirlyn, navigating library electronic resources, and locating other information you need. Reference service hours vary from term to term, but are posted on the library's web site. Individual consultation appointments

available for in-depth research needs. Students are also encouraged to submit reference questions via email to social.work.library@umich.edu. General library reference is also available during limited hours through the "Ask Us" email and chat/instant messaging service. See:

www.lib.umich.edu/askus

Librarians often meet with SSW classes to provide instruction on using library resources for assigned coursework. All instructional handouts and research tips for SSW class assignments can be found on the library's web site, at:

www.lib.umich.edu/socwork/rescue

Computing

The library space houses a computing lab for the SSW. There are forty-six Campus Computing Sites workstations and a thirty seat computer classroom. For a list of current software available on these workstations, please see:

www.umich.edu/~sites/software-list.html

Two flat-bed digital scanners are available. There are also ten express, internet-only "cyberstations." A U-M unickname is required to use most computers; however, three workstations provide access to library resources for all guests and researchers not affiliated with UM. Printing draws from students' Basic Computing Package, and color printing is charged to student accounts at \$.40/page. Wireless Internet is available for students with laptops; login is required. An adaptive technology workstation (Ergopod) is also available. For more information about the Ergopod, see:

www.umich.edu/~sites/disability-resources.html

Group Study Rooms

Two group study rooms are available for student use. Room B772 houses video viewing equipment, which is used strictly for selected SSW class assignments. Room B792 is equipped with a computer and projector for SSW students to practice PowerPoint presentations. Study rooms are available on a first-come, first-served basis during regular library hours, but may also be reserved, by social work students only, at the library Service Desk. The maximum reservation period is two hours.

Library Delivery, ILL & 7-FAST

Social Work students, staff and faculty may request books not owned by the Social Work Library, but available in other libraries on campus, through a service called Library-to-Library Delivery. Requested books are typically delivered in 2 days. To make a request, **log in** to Mirlyn, locate the item, and click on "Get This." Journal articles that are not available online can be requested through the library's document delivery service, 7-Fast, for a fee of \$3.75. See: www.lib.umich.edu/7fast for more information. You may also request books and articles not owned by UM libraries via the free Interlibrary Loan (ILL) service. For more information and to submit a request, visit the ILL website at: www.lib.umich.edu/ill

Photocopying

There are two photocopy machines near the Periodicals Collection. These machines use photocopy debit cards, and the cost per copy is \$.10. There is a debit card dispenser that accepts \$1.00, \$5.00,

\$10.00, and \$20.00 bills. For \$1.00, you receive a reusable copy card with \$.50 of value.

OTHER INFORMATION

All food is strictly forbidden in the library.

Off-campus access to library resources by current UM affiliates is possible. See:

www.lib.umich.edu/help/offcampus

for details. Please note that alumni do not have off-campus access to library resources. Services and information resources available to SSW alumni and visitors can be found at:

www.lib.umich.edu/socwork/swlvisitor.html

**CHECK THE LIBRARY'S WEB SITE
FOR THE LATEST INFORMATION ON
HOURS, SERVICES, AND AVAILABLE
RESOURCES:**

www.lib.umich.edu/socwork

SOCIAL WORK LIBRARY STAFF

Jennifer Nason Davis
Head, Social Work Library
734/764-5198

Barbara Beaton
Public Services Librarian
734/647-1903

Karen Blackford
Supervisor, Daily Operations
734/764-5169

Sally Lawler
Public Services Librarian
734/647-1903

Nicole Scholtz
Information Resources Specialist
734/647-1879