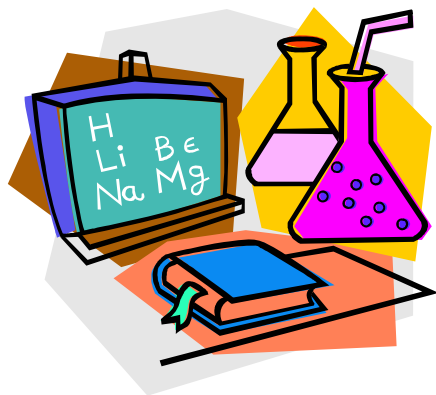


Library Guide for Chemistry Graduate Students 2007



**The John Crerar Library
University of Chicago
5730 S. Ellis Avenue
Chicago, IL 60637**

e-mail: crerar-reference@lib.uchicago.edu

Welcome to the John Crerar Library

The University's collections of more than 1.4 million volumes in pure and applied sciences and in the history of science and medicine are housed in The John Crerar Library and one departmental libraries: Eckhart (mathematics, computer science, and statistics). The John Crerar Library, which merged with The University of Chicago Library in 1984, was originally an independent scientific research library. The combined collections make it one of the largest science libraries in the country and is used by researchers from around the globe. Some of the many subjects covered in the collection include astronomy, organic and organometallic chemistry, chemical physics, inorganic chemistry, spectroscopy, biochemistry, and materials science. If you would like to schedule an appointment to discuss Library services, research instruction, or print and electronic resources for chemistry research and teaching, please contact Andrea Twiss-Brooks, Bibliographer for Chemistry, Physics, Geophysical Sciences, and History of Science, Medicine and Technology, 773-702-8777, atbrooks@uchicago.edu

Library Contact Information and Reference Desk

Any Crerar Library reference librarian can assist users with simple chemical reference questions, locating books and journals, citation verification and circulation questions. For assistance with technical and/or in-depth chemical reference questions, library services, research instruction, or resources for chemistry information contact Andrea Twiss-Brooks (see below). Other subject librarians' (medicine, physics, astronomy, biology, etc.) offices and the Science Reference Desk are also located on the first floor of the Crerar Library. These science librarians are available to help individuals with specialized subject sources or provide instruction for classes or labs using library research tools. Instruction sessions can be customized for any size class, and are also offered to research groups. Library research consultations are scheduled as requested by students, so please don't hesitate to contact us to see if we can assist you in using print or online library resources.

- Andrea Twiss Brooks-Chemistry/
Physics/Geophysical Sciences/History
of Science and Medicine
(773) 702-8777,
atbrooks@uchicago.edu
- Brenda Rice-
Mathematics/Statistics/Computer
Science
(773) 702-8774, b-rice@uchicago.edu
- Christa Modschiedler-Biomedical
Sciences
(773) 702-8759,
mailto:mods@uchicago.edu
- Barbara Kern-
Astronomy/Astrophysics
(773) 702-8717, bkern@uchicago.edu

Circulation Policy

A current University Library Card or University ID is required to check out library materials: direct questions about cards to the Identification & Privileges Office at the Regenstein Library (773-702-8782, privileges@lib.uchicago.edu). Books can be checked out at the Crerar Circulation counter. Materials may be returned to any University of Chicago library location. Monographs (books) and serials circulate according to the borrowers' privilege status (Quarterly or Indefinite). Bound and unbound periodicals and reference materials do **not** circulate.

Renewals

Materials borrowed on a quarter loan may be renewed up to three times before being physically returned to the library. These "comprehensive renewals" may be performed at any circulation desk or by the borrower (click on **My Accounts** link) via the library web site. After three renewals, you must either return the material to the library, or again check out the material by bringing the item and your card to the original borrowing library's circulation desk.

Recalls

Patrons may recall any borrowed book at any time. The borrower must return all recalled books to the initial location by the date specified on the recall notice (usually in about 1 week). Recalls may be placed using the **Recall Item** link in the web catalog record for the book. Materials not returned on time accrue late charges; there are absolutely no excuses, including absence or incorrect address. It is imperative, therefore, that your address and e-mail address in the library system are current. This can be verified under the **My Account** tab in the web catalog. You are also able to see all the titles checked out to your ID using this function.

For further circulation information, please see the Crerar Circulation page at:
www.lib.uchicago.edu/e/crerar/using/circ

How to Find a Book or Print Journal

Finding a book at any of the campus libraries begins by searching the library's online web catalog from any workstation. From a library home page, select **library catalog** to start. Searching and browsing by title, author, subject, series, journal, ISBN, ISSN, and a number of other choices are available. If initially unsuccessful, try a few different options, or ask for assistance from library staff. The online catalog will provide the call number, building location, specific collection and circulation status. If the title is 'not checked out', it should be on the shelf. If an available book is not on the shelf as expected, use the "Not on shelf?" link to submit a search request and library staff will try to find the missing item.

Chemistry Course Reserves

Chemistry Course Reserves are located at the Crerar Library. More information about course reserves can be found on the following web page:

<http://www.lib.uchicago.edu/e/using/reserve/>

University of Chicago Dissertation Office

The University of Chicago Dissertation Office is located in Room 100-B of the Joseph Regenstein Library. You can receive information about deadlines, guidelines for dissertation preparation, and more from the friendly staff in the Dissertation Office.

<http://www.lib.uchicago.edu/e/phd/>

EndNote and RefWorks

The Library provides instruction and assistance in using bibliographic management tools, EndNote and RefWorks. RefWorks accounts are also available at no charge to all students, staff and faculty of the University.

<http://www.lib.uchicago.edu/e/using/bibtools/>

Can't Find a Book or Journal on the Shelf?

- Double check the call number, collection and building location.
- If the book is checked out, use **Recall Item** in the online catalog to have it returned.
- Double check if the journal is shelved by call number or title.
- Check for online journal access at:

<http://www.lib.uchicago.edu/ejournals>

- Look in the re-shelving areas or on the book trucks.
- If still not found, use "Not on shelf?" link in catalog to place a search request.
- If we do not own the material and/or it is missing, you may place an interlibrary loan request at:

<http://www.lib.uchicago.edu/e/using/ill/>

Electronic Journals

There are public access workstations in the Crerar Library. Access to campus-subscribed journals, databases, and the library catalog are provided. The workstations can also be used for **brief** e-mail sessions. A searchable/browseable e-journals list is found at:

<http://www.lib.uchicago.edu/ejournals>

Online Article Databases

The library has a number of online databases, including SciFinder Scholar (Chemical Abstracts from 1907 to present), Beilstein/Gmelin, Web of Knowledge (citation database 1900 to present), and a number of reference works (Encyclopedia of Reagents for Organic Synthesis, CRC Handbook of Chemistry and Physics, etc.) For a list of chemistry databases go to:

<http://www.lib.uchicago.edu/e/chem/db/>

Computers

The computers in the library are for library-related research, but also include Microsoft Word and Excel software for general use.

PLEASE DO NOT TRY TO INSTALL ANY OTHER PROGRAMS ON LIBRARY WORKSTATIONS!!! There are computers with additional programs and features available on the lower level of the Crerar Library in the USITE Computing Cluster. Your university ID is required to enter the cluster and you will need a CNetID and password to log on to computers in both USITE and library locations.

Food and Drink Policy

Drinks in covered containers may be consumed in the libraries. Please do not drink near electronic equipment (computers, copiers, etc.) or while using library books and journals. Dispose of all containers in a trash can (please do not use recycling bins for trash). Food should not be eaten in the stacks or in the reference area. There is an area on the lower level of the John Crerar Library, just outside the USITE computing cluster where you may eat and drink. There are several terminals in that area as well, where you can check your email. Food and drink are not allowed inside the main room of the USITE computing cluster.

Recommending Books

An online **Purchase Request** form may be found in the online catalog (one of the tabbed options). While we cannot guarantee that the requested title will be purchased, subject bibliographers give these careful consideration and do their best to honor requests whenever possible. You may also contact a subject librarian directly to discuss book or journal recommendations.

24-Hour Access

Graduate students in the physical and biological sciences, as well as hospital staff, have 24-hour access to the John Crerar Library. Show your University ID card to the attendant for entry through the locked door after hours, and then swipe the card through the turnstile as usual.

Photocopiers

There are photocopiers on each floor of the John Crerar Library. The library photocopiers accept Chicago Cards, Copico copy cards (available for purchase in Crerar or Regenstein Libraries) and U.S. currency. Copies are \$0.12 with card or \$0.15 with cash.

Concerns and Feedback

The Library is here to serve the information needs of researchers, students and staff at the University. We hope that our efforts are successful. If you have concerns about library policies, require new library services, or see gaps in our collections, we'd like to know about it. You may use the comments feature on any of our web pages or contact us directly via phone or email. Or stop by in person, our doors are always open!

If you have additional questions, check the Chemistry Library web page or consult one of the Library staff.

- Andrea Twiss-Brooks
JCL 132
(773) 702-8777
atbrooks@uchicago.edu
AIM screen name: crerar01
- Crerar Reference Desk
(773) 702-7791