

Library Directory

Services

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|----------------------------------|---------------------------------|
| Book & Media Reserves & Checkout | Level 1 |
| Computers & Printing | Ground Level , Level 1, Level 2 |
| Interlibrary Loan Pickup | Level 1 |
| Laptop Checkout | Tech Desk, Level 1 |
| Media Collection | Ground Level |
| Media Viewing | Ground Level |
| Microfilm Reader | Level 1 |
| Campus Phone | Ground Level, Level 1, Level 2 |
| Photocopying | Level 1, Level 2 |
| Photo Lab | Level 3 |
| Reference Desk | Level 1 |
| Restrooms | Ground Level, Level 1, Level 2 |
| Self-checkout | Level 1 |
| Technology Desk | Level 1 |
| Vending Machines | Lefavour Building Ground Level |

Collections

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| Bibliomysteries | Level 1 |
| Books A-PQ Call Numbers | Level 2 |
| Books PR – U Call Numbers | Ground Level |
| Children's Literature | Ground Level |
| Current Newspapers | Level 1 |
| Current Periodicals A-Z Call Numbers | Level 1 |
| Curriculum Collection | Level 2 |
| Diversions Collection | Level 1 |
| New Books | Level 1 |
| Periodicals – A-U Call Number Back Files | Ground Level |
| Reference Collection | Level 1 |
| Z Call Number Books Call Number | Level 1 |
| Z Call Number Periodical Back Files | Level 1 |

Departments

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|---|---------------------------|
| Access Services (Circulation & Reserves) | Level 1 |
| Acquisitions | L-233A |
| Archives | L-220 |
| Cataloging | L-233B |
| Collection Development | L-231 |
| Communications Department | Lefavour Building Level 3 |
| Interlibrary Loan | L-121C |
| Library Director | L-228A |
| Library Office | L-228 |
| Periodicals | L-233C |
| Public Services (Reference & Instruction) | L-109 – L-116 |
| Systems | L-233E |
| Technology | Level 1 |

What the Beatley Library Can Do For You

Beatley Library Web Page: <http://my.simmons.edu/library>

- Search the Catalog to locate books, electronic books, journals and other materials in the Library
- Access our 120+ online databases containing over 25,000 full text journals, reference materials, and over 35,000 full text scholarly books
- Access our subject specific pathfinders under the “Research” tab which list print resources, online databases and websites selected by Simmons Librarians
- Assistance with bibliographies - go to the “How Do I” tab and select “How do I create a bibliography?”
- And much more!

Access Services Desk (a.k.a. Circulation Desk or Reserves Desk)

- Check out up to 50 books or CDs - check out most materials for 28 days and renew 3 times
- Check out your course reserves
- Pick up Interlibrary Loan materials, items on hold and materials requested from off-site storage
- Borrow a free pass (good for 4 people) to the JFK Museum
- Borrow guest passes to the MFA

Reference Desks (Level 1—Beatley)

- Assistance with research (searching databases or the online catalog, help using print resources, etc.) in person, by phone, email or chat reference: see <http://my.simmons.edu/library/asknow>
- Navigational assistance (where materials and services are located in the Library Building and on campus)
- Schedule appointments with Library Staff

Technology Desk (Level 1—Beatley)

- Borrow wireless laptops to use within the Library, 3 hours at a time (renewable if no waitlist)
- Assistance with reconfiguring personal wireless laptops
- Assistance with Microsoft Office products and any other software available from Simmons computers
- Assistance using computer hardware in the Library building

Interlibrary Loan (ILL)

- Order books or journal articles the Simmons Library does not own from other libraries free of charge
- Borrowing process typically takes 4 - 6 business days
- ILL requests can be placed online by going to <http://my.simmons.edu/library/ill>

Simmons College Archives: http://my.simmons.edu/library/collections/college_archives/

- Documents the history of Simmons through records of staff and administration, papers of faculty, photographs and memorabilia, Simmons publications, and the historical book collection
- Provides reference services to all parts of the Simmons community and outside researchers who are exploring the history of Simmons and disciplines at Simmons including librarianship, social work, education, and healthcare
- Research appointments are strongly recommended

The Miller/Knopf Career Resource Library : <http://my.simmons.edu/library/collections/career/>

- Get research assistance for career development, including locating job listings, targeting potential employers, building networks, developing resumes and cover letters, etc.
- Services are available via drop-in or appointment or by email, phone, or chat (see <http://my.simmons.edu/library/collections/career/refassist.shtml>)
- Check out our website for our e-Library with annotated links to career resources online and our daily career news updates from the CareerNow! Blog
- Watch for the GSLIS career workshop series! (Presentations by Career Resource Library and Career Education Center on resumes, cover letters, job search tips, and career resources specific to LIS)