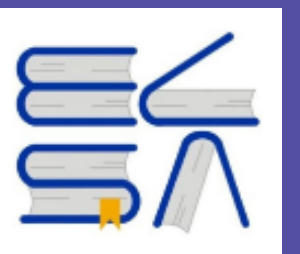


LIBRARY FAQ: How to Navigate Emory's Libraries



Presentation created by Emory Library
Students Ambassadors (ELSA)



There are **10** libraries in the Emory system

- Robert W. Woodruff Library
- Business Library (*2nd floor Woodruff*)
- Rose Library (*10th floor Woodruff*)
- Computing Center (*Cox Hall*)
- Health Sciences Center Library
- Hugh F. MacMillan Law Library
- Library Service Center (*off-site storage facility*)
- Oxford College Library
- Pitts Theology Library
- Science Commons (*in the Chemistry building*)

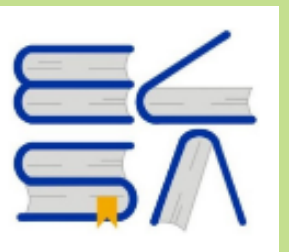


Operating Hours:
<https://libraries.emory.edu/hours>



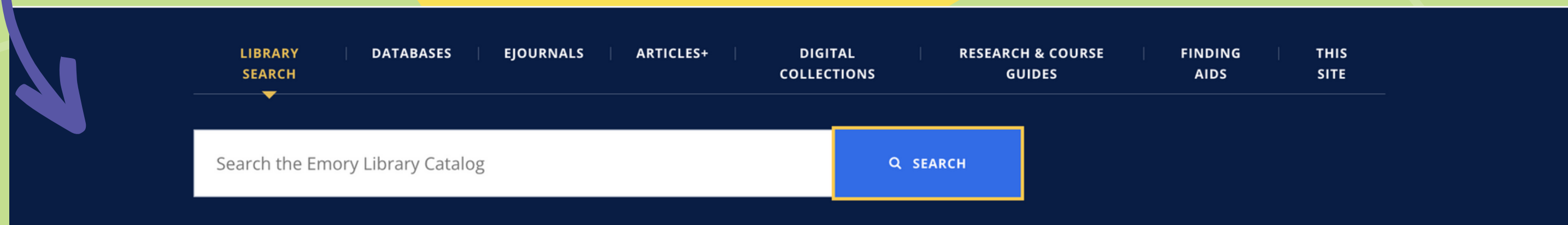
How often does the library work to update its content?

- Emory Library has a contract with Duke University Press, among others, so always!
- You can also request a material purchase at <https://libraries.emory.edu/services/make-request/request-purchase/materials-purchase-request>
- There was an update to the library site last year that sought to make it easier to search. There is currently an effort to re-tag items so they are better to find.



Starting your search

libraries.emory.edu



The Emory library website loves opening up new tabs, but if you keep clicking you can usually get to where you need to be.



Understanding the search page



The search page will pop up with different forms of the item, as well as a bunch of stuff you didn't want. Ignore those results.

By pressing "locate," we can see where a book is in the Emory Library system and access the call number. You can also click in for more info.

The right to sex : feminism in the twenty-first century

Author/Creator: Srinivasan, Amia, 1984- author
Publication/Creation: New York : Farrar, Straus and Giroux, 2021
Resource Type: Book
Edition: First American edition.

Access & Availability: Available **LOCATE**

This is a physical book that is not available.

Gender trouble : feminism and the subversion of identity

Author/Creator: Butler, Judith, 1956-
Publication/Creation: New York : Routledge, 1990
Resource Type: Book

Access & Availability: Not Available **LOCATE**

If the library has an online edition, it will always be available.

Gender trouble : feminism and the subversion of identity

Author/Creator: Butler, Judith, 1956-
Publication/Creation: New York : Routledge, [1999]
Resource Type: Book

Access & Availability: Online **CONNECT**

Access & Availability:

Available	LOCATE	
Library Location	Call Number	Availability
Robert W. Woodruff Library: Book Stacks	HQ65 .S75 2021	Available

LOCATE/REQUEST THIS ITEM >>

If Emory has the book... but it is checked out or at another location

If it is in the Library Service Center or Oxford College Library, you can submit a request for the book to be sent to the Atlanta campus.

If listed as “Not Available,” this means that someone else has checked out the book. If you want to borrow it, you are able to submit a recall request. The person who has the book checked out will have a limited number of days to return it.

When submitting a request, you will be able to choose a pickup location from a variety of options, including the book lockers outside the library. You will receive an email when the book is available at your chosen location and you can go pick it up.

*Book locker
outside of
Woodruff
Library*



If Emory doesn't have the book

Interlibrary loans function through a system called ILLiad to borrow books from other library systems. This library page has all the necessary info on how to request and Interlibrary loan: <https://libraries.emory.edu/services/make-request/submit-ill-request>. Request a loan by pressing the tab “create new request” on the ILLiad site.

If you would like the material to be purchased for the Emory library, fill out this form: <https://libraries.emory.edu/services/make-request/request-purchase/materials-purchase-request>. As the site says, you can also reach out to your subject librarian and ask them.



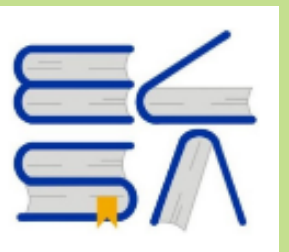
Getting a book from the Stacks

First, find the call number!

Library Location	Call Number	Availability
Robert W. Woodruff Library: Book Stacks	JC319 .M37 2015	Available

LOCATE/REQUEST THIS ITEM >>

The call number serves as a code that tells you where the book is in the stacks. Each of those letters and numbers tells you something about the book's location: floor, aisle, location within the aisle.



Understanding the Call Number

PS3610 .E46 F54 2015

identifies the **floor**
(see map on the next
slide!)

identifies the
aisle number
(aisle numbers
are listed on the
ends of the
shelves)

identifies the **location
within the aisle**
(aisles are organized
alphabetically by this
term)

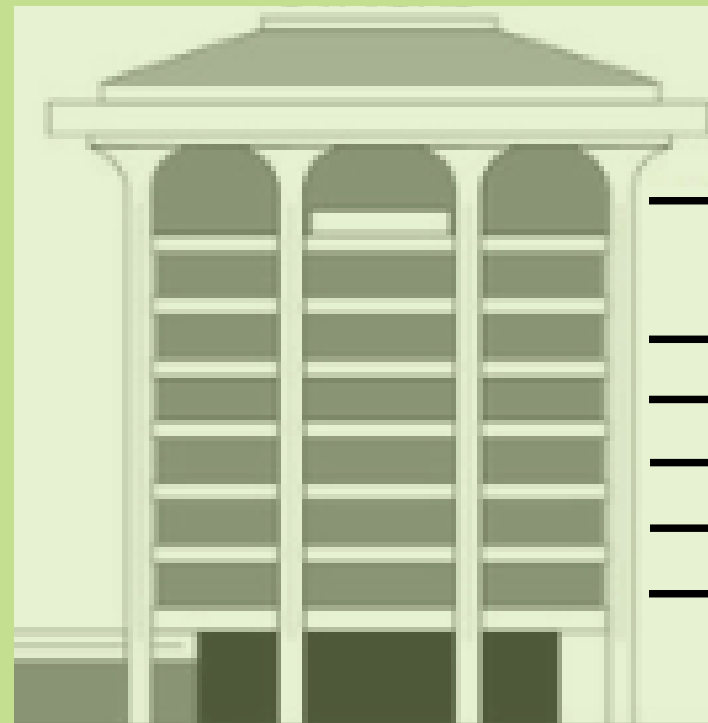
identifies the **year
of publication**

On each floor, the aisles and shelves all follow in an intuitive chronological and alphabetical order. Keep going up the alphabet/numbers on the aisles and then into the shelves until you find your book.



Call Number Map (Woodruff Library)

STACKS



FLOOR	CALL NUMBERS
→ 10	Rose Library
→ 8	A - DC
→ 7	DD - HD2499
→ 6	HD2500 - JK and N - NX
→ 5	JL - LT and P - PR99
→ 4	PR1000 - Z

Similar maps are posted around the library!

LOBBY



→ 4	M - MZ <i>(in Music & Media Library)</i>
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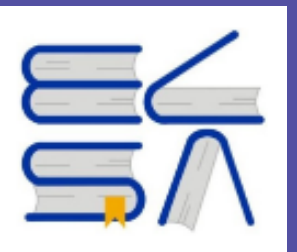
*Books with call numbers QD are found in the Science Commons (in Atwood Chemistry Center).

*Books with call numbers QH, QM, QP, QR, SF, and W are found in the Health Sciences Library.



What if a book isn't where it's supposed to be?

1. Check the shelves at the end of the stacks (it may not have been reshelved yet).
2. Ask the staff at the 2nd floor Library Service Desk.



Checking out books

Where:

2nd Floor of
Woodruff Library

How:

- self-service machines
- Library Service Desk

Be sure
to have
your ID!



Subject Librarians

Subject Librarians have advanced degrees in both Library Sciences and particular disciplines.

They can help you:

- finding sources for a research project
- helping you put together a bibliography
- help you find a direction for an assignment
- Make research guides (<https://guides.libraries.emory.edu/main/>)
- and more!

Find the list of Subject Librarians at <https://libraries.emory.edu/contact/subject-librarian-directory>. All the librarians' contact information is there, as is a spot to schedule a consultation.



Jennifer Elder

**Women's Gender, and
Sexuality Studies**



Lawrence Hamblin

Japanese Studies



Chris Doty

Chemistry and Physics



Chella Vaidyanthan

Philosophy



Accessing Books Outside of Emory Libraries

Borrowing:

The Dekalb Library System is the local public library system. The closest library is the Toco Hill-Avis G. Williams Library, which can be accessed on the Toco Hills shuttle route on the weekends.

library card to any local library: use the Libby app to borrow ebooks and audiobooks.

Emory's identity spaces, including the Center for Women, Centro Latinx, Emory Black Student Union (EBSU), the Office of LGBT Life, and the Asian Student Center (ASC).

Buying:

If you want to purchase an academic book, which many bookstores do not carry, you can frequently buy it directly from the publisher. You can also look at sites like abebooks.com or www.thriftbooks.com.

There are also many wonderful bookstores around Atlanta where you can shop for books, including Eagle Eye Book Shop (a 20min walk from campus!), Charis Books and More, Little Shop of Stories, A Capella Books, and Tall Tales Bookstore.





thank you!

Any further questions can be sent to
nava.klopper@emory.edu :)

Follow our Instagram: [@emory_isa](https://www.instagram.com/emory_isa)

