Explore Your Windows
to the
Health Sciences Library and Biocommunications Center
University of Tennessee Health Science Center

http://library.utmem.edu/

Monday-Thursday 8 a.m. - 12 a.m.
Friday 8 a.m. - 11 p.m.
Saturday 8 a.m. - 5 p.m.
Sunday 2 p.m. - 12 a.m.

The University of Tennessee Health Science Center aims to improve human health through education, research, clinical care, and public service.
Register as a Library User

To access the full range of library services, you must have a Health Science Center Net ID (faculty, staff, or student). To register online, click on First-time Users on the library’s home page and complete the registration form. You will receive an e-mail confirmation when the registration process is complete. For assistance, call 448-5634.

All non-UT Health Science Center patrons must register in person at the library’s Circulation Desk.

Fines

A fine of 50¢ a day is charged for each book or bound journal not returned on the date due; $1 per day is charged for unbound journals. Reserve books not returned by 10 a.m. following the day the volumes were borrowed carry a fine of $1 plus 50¢ an hour until returned. The fine for study carrel keys is $5 per day. All damage to books and journals beyond reasonable wear and all losses should be reported to the library by the borrower. Arrangements will then be made for the borrower to pay for repair or replacement of the material. When fines have accumulated to $10, borrowing privileges are suspended until fines are paid.

Borrowing Schedule

- **Books**: 4 weeks
- **Reserve Materials**
  - Examinations: noncirculating
  - Instructor study guides: noncirculating
- **Journals**
  - Bound volumes: 1 week
  - Unbound issues: 1 day
  - Nursing journals: noncirculating
  - Social Work journals: noncirculating
- **Reference Materials**: noncirculating
- **Audiovisual Materials**: 1 week
- **Audiovisual Equipment**: noncirculating
- **Laptops**: in-house student use only

To renew library materials, click on View Your Library Record, which is best accessed from the Popular Resources dropdown menu. You may renew books and bound journals twice online, by coming to the library, or by calling 448-5634. Items that are on hold or are overdue may not be renewed.

Who May Use Library Services?

Faculty, staff, and students of the university have priority rights to library services and resources. However, everyone is welcome to use our general services (e.g., browse and read the book and journal collections, use the computers for searching databases) in the library. With proper ID, borrowing and specialized services are available as shown in the table below.

UT patrons must use their UT ID and the card reader. Non-UT patrons must press the door buzzer and show a photo ID and register at the Circulation Desk.

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<th>Library Patrons</th>
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<th>Off-Campus Access to Databases and Full-Text</th>
<th>Interlibrary Loan, Photocopy Literature Searches</th>
<th>Computerized Literature Searches*</th>
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<tbody>
<tr>
<td>UTHSC faculty, students, staff</td>
<td>•</td>
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<td>UTHSC alumni</td>
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<tr>
<td>UT System faculty, students, staff</td>
<td>books only</td>
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<td>TN health professionals (with professional license)</td>
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<tr>
<td>Faculty, students: University of Memphis, Southwest Tennessee Community College</td>
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<tr>
<td>Faculty, students: other colleges, universities</td>
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<td>Attorneys (with letter from firm)</td>
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<tr>
<td>General public</td>
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*Charges are assessed for these services.

**Electronic Resources**

You can access most of the library’s electronic resources through the library’s Web site (library.utmem.edu). From the library’s home page, click on Catalog to access our Web-based catalog, search for books and journals, and search the catalogs of other libraries. To see a list of full-text online journals, click on the E-Journals link. The most popular databases - CINAHL, MD Consult, Micromedex, PubMed, and UpToDate - are accessible via the Popular Resources dropdown menu. Select Ovid from the list for access to MEDLINE, EMBASE, Cochrane, and DARE. Additional databases are accessible via the E-Resources link in the navigation bar.
Off-Campus Access to Databases

You can access most of the library’s online databases and electronic books and journals from off-campus locations if you have a UT Health Science Center ID and are a registered library user. For more information, click on FAQs. For assistance, call 448-5404 or e-mail eservices@utmem.edu.

Research Databases and Reference Services

Trained reference librarians provide free professional searches in databases available from the library’s Web site and on a fee basis in more than 400 additional databases. The additional databases cover business, engineering, scientific citations, and specialty chemical, biological, and pharmaceutical files. Request searches at the Reference Desk, by phoning 448-5404, by clicking on the Ask a Librarian link on the library’s home page, or by instant message (add UTHSCRefDesk to your Gmail, Yahoo, AIM, or MSN account). The reference staff is available Monday through Friday, 8 a.m. - 5 p.m., to help locate information and to provide instruction on using the library’s resources.

Interlibrary Loans

Materials not available in the Health Sciences Library may be requested from other libraries. Forms for requesting interlibrary loans and photocopies can be found by clicking on Interlibrary Loan under Services near the top of the home page. You must be a registered library user to request interlibrary loans. For assistance, call 448-5404. Charges for UT faculty, staff, and students are $6 per request ($10 for eligible non-UT patrons). Additional charges will be made for rush and other special requests.

Photocopying

Self-service photocopiers are on the 2nd and 4th floors. Cash or Copicards ($1) can be used for payment (10¢/page). The library staff will photocopy articles for UT faculty, staff, and students at $6 per item ($10 for eligible non-UT patrons).

Instructional Services

Library orientations, classes on software and online databases, instructional units for research courses, workshops on searching MEDLINE and other databases via different systems, tours, and specialized library and information instruction are available for faculty and students. Podcasts, screencasts, and tutorials about various library databases and services and the instructional workshop schedule are located at http://library.utmem.edu/instruction. All workshops can be presented to individual departments by calling 901-448-4759 or by emailing isd.library@utmem.edu.

Study Carrels

Locked study carrels may be reserved by UT students for one month with one renewal if there is not a waiting list. Carrels are assigned by the Access Services librarian at the Circulation Desk.

Library Media Lab

The library provides access to digital media resources through the Media Lab. Computers in the lab provide access to Microsoft Office, Adobe Acrobat Pro, Photoshop, and audio/video editing software. The lab also houses the library’s nonprint reserve materials (CDs, DVDs, VHS, anatomical models, and computer-based instruction). Scanners are available to digitize books, pictures, and documents. Technical and visual design assistance is available. Printing is available using the library’s pay-for-print system.

Digitization of 35mm slides, film negatives, x-rays, photographs, and paper documents is available in small quantities to faculty. Audio and video files can be optimized and uploaded to the lab’s streaming server for student access. Faculty can upload files directly to the Media Lab server. Services for instructional materials are available at no cost.

The lab is open during regular library hours with card reader access. Assistance is available from Media Lab staff 8 a.m. to 3 p.m., Monday through Friday, or by appointment.

Electronic Classroom

The Electronic Classroom, used for a variety of instructional activities, seats 20. A variety of software and the Web are available when classes are not being held. The classroom, accessible by card reader, is open the same hours as the library.

Health Sciences Historical Collections

The Historical Collections contain rare books, manuscripts, and artifacts pertaining to the history of the health sciences. Access is by appointment only. Call 448-6053 for additional information.

Scientific Editing

Scientific Editing provides editorial services to faculty and staff at no charge. Consultation is offered on scientific communication issues, and courses and workshops on topics related to scientific communication are offered periodically. Call 448-5051 for additional information.

Computerized Test Scoring

Scanning answer sheets and scoring analysis and reporting are available for UTHSC faculty. Call 448-1606 or 448-5165 for additional information.
Location of Materials and Services

2nd Floor
Circulation Desk
Reference Desk
Online catalog access
Computer research alcoves
Current print journals
Books, 1980-present
Reserves
Reference materials
Library Media Lab
Photocopiers
Laptop checkout
Conference room
Wireless access
Restrooms

3rd Floor
Audiovisual viewing and student study rooms
Library Administration
Business Office
Scientific Editing
Instructional Services
Electronic Classroom
Computerized Test Scoring
Student Break Room
Wireless access
Restrooms
Public telephone

4th Floor
Journals, 1975-previous year
Online catalog access
Information Desk
Main photocopy room
Quiet study areas
Locked study carrels
Wireless access
Restrooms
Public telephone

5th Floor
Journals, pre-1975
Books, pre-1980
Theses and dissertations
Online catalog access
Quiet study areas
Health Sciences Historical Collections
Wallace Collection
Locked study carrels
Wireless access
Restrooms
Public telephone

TelephoneNumber Numbers (Area Code 901)

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<th>Acquisitions</th>
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<td>Administration</td>
<td>448-5638</td>
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<tr>
<td>Business Office</td>
<td>448-6312</td>
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<tr>
<td>Circulation Desk</td>
<td>448-5634</td>
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<td>Computerized Test Scoring</td>
<td>448-1606</td>
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<td>Director’s Office</td>
<td>448-5694</td>
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<td>Electronic and Collection Services</td>
<td>448-7599</td>
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<td>Fax (Administration)</td>
<td>448-6855</td>
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<tr>
<td>Fax (Interlibrary Loan)</td>
<td>448-7235</td>
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<td>Health Sciences Historical Collections</td>
<td>448-6053</td>
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<tr>
<td>Information</td>
<td>448-5404</td>
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<td>Instructional Services</td>
<td>448-4759</td>
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<td>Interlibrary Loan/Photocopy</td>
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<td>Library Media Lab</td>
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<td>Reference and Outreach Services</td>
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<td>Toll-Free Library Information (877) 747-0004</td>
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</table>

The Collection
The Health Sciences Library supports the university’s instructional and research programs through a collection of journals, books, audiovisuals, online databases, and multimedia. The library holds 3100 current print and electronic periodical titles, 200 e-book titles, 43,000 book volumes, and 198,000 volumes.

Faculty and Staff
The library employs 10.4 faculty and 19.8 full-time staff employees.

Book Drop Locations
For your convenience, book drops are located around campus:

- Alexander Building
- Coleman Building
- Dunn Dental Building
- General Education Building
- Hyman Building
- Molecular Sciences Building
- Student-Alumni Center

Book drops must not be used for 1-day items, items due within 3 days, or audiovisual material.

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