FOURTEEN SECRETS FOR SUCCESSFUL USE OF SCHAFFER LIBRARY

1. My Library
https://libraryopac.union.edu/patroninfo
Activate your library card (I.D.) at the Circulation Desk when you borrow your first book. Renew books without having to bring them back to the library.

2. Course Reserves
http://libraryopac.union.edu/screens/copyright.html
Search by instructor or course to see what’s on reserve. Many readings can be accessed electronically from anywhere on the Union network.

3. Schaffer Library Web Catalog
http://libraryopac.union.edu/search
Search for books, government documents, videos, audio CDs, and electronic materials in the collections. Use the “Send via Text Message” button to send a call number to your mobile device.

4. ConnectNY
http://connectny.nnyln.net/
Search for books in other New York State libraries. Books will be delivered to Schaffer Library for pickup, usually within 2 to 3 business days. Use the numeric code on the back of your I.D. card to login when requesting an item. (Be sure to activate your library card at the Circulation Desk first!)

5. Interlibrary Loan
http://cdlc-union.cdlc.org/illiad/logon.html
Order books and articles that cannot be found at Union or in ConnectNY.

6. Special Collections
http://www.union.edu/Library/about/departments/archives/index.php
Tucked away on the third floor of Schaffer Library, Special Collections houses the Union College Archives and rare books. Many, but not all, of these materials are in the online catalog, so call the Special Collections Librarians (x6620) if you’d like to know if these fascinating collections might hold something for your research. Open weekdays from 8-12 and 1-4.

7. Group Study Rooms
http://www.union.edu/Library/circulation/groupstudy/index.php
Study rooms in the library are equipped with TVs, DVD players VCRs, and whiteboards. Two have flat screens for projecting and practicing your presentations. Rooms are open during the regular term, but must be booked in advance at the Circulation Desk during finals!
8. Requesting New Material
   http://libraryopac.union.edu/screens/acquire.html
   You and your professor might know of new books, videos, or audio materials that would help you complete your coursework. Submit a request and the Collection Development Librarian will consider adding your title to the collection. New items typically take several weeks to arrive, so plan ahead.

9. Off-Campus Network Access
   If you need to work from somewhere beyond Union and your dorm, be sure to establish a VPN connection using the instructions found at this link.

10. Google Scholar
    http://scholar.google.com/
    Did you know that searching Google Scholar can lead you to high-quality resources that have been reviewed by subject experts and paid for by Schaffer Library?

11. New Acquisitions
    http://libraryopac.union.edu/screens/newacq_rss.html
    Check out what’s been added to the collections, including new videos and audio CDs. Updated monthly.

12. Follow Us
    http://www.union.edu/Library/
    Use the “Library News and Updates” tabs to access the library’s blog, Facebook page, and Twitter feed.

13. Printing
    http://www.union.edu/Library/how/printing/index.php
    The eco-friendly, default printer setting in the library is double-sided. There is a $.05 per page printing fee for black and white printing. Color printing is available at the Copy Center in the Reamer Campus Center, next to the mailroom (x6640).

14. The Reference Desk
    http://www.union.edu/Library/research/reference/index.php
    Go talk to the people there. They can help you start any project or assignment (x6281).

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