

The Caltech Library System has two major campus libraries: **Millikan Memorial Library** houses materials on biology, chemistry, mathematics, physics, plus humanities and the social sciences. **Sherman Fairchild Library** houses materials on engineering and applied sciences, including computer science, chemical engineering, and aeronautics. There are several branch libraries as well: **Dabney Library** has a large humanities collection; the **Astronomy Library** is located in Robinson; the **Geological & Planetary Sciences Library** is located in N. Mudd.

LIBRARY HOURS

SHERMAN FAIRCHILD LIBRARY

Open 24/7 Mon-Fri Caltech or JPL ID required 5 pm – 1 am. Caltech IDs only 1 am – 8 am.

MILLIKAN LIBRARY

Mon – Fri 8 am – 1 am Caltech or JPL ID required after 5 pm

Please see http://library.caltech.edu/about/about/hours/sfl_hours.php for a detailed listing of weekend, holiday, and branch library hours.

CIRCULATION All current Caltech faculty, staff, and students may borrow materials upon presentation of valid Caltech identification. The Circulation staff on the first floors of the Millikan (x6401) and Sherman Fairchild (x3405) libraries, and in the departmental libraries, process renewals, holds, recalls, and searches for materials not found in their assigned locations.

REFERENCE AND RESEARCH ASSISTANCE Reference assistance is available in person, by phone, and by e-mail (library@caltech.edu). If you need in-depth reference/research assistance you may also contact a subject specialist reference librarian, listed on the library website. Reference assistance is available at the branch libraries during business hours.

- ❑ Millikan Library General Assistance (1st floor), x6405
- ❑ Sherman Fairchild Library Reference (1st floor), x3404

ELECTRONIC RESOURCES The online library catalog (CLAS) can be accessed from the library web page: <http://library.caltech.edu>. This page also displays the array of databases, journals, and other materials available online at Caltech. Most of these are IP authenticated via the Internet—meaning you can access them anywhere on campus. Please consult a reference librarian if you need advice on which resources are appropriate for your needs.

PHOTOCOPYING & SCANNING The photocopiers in the Millikan and Sherman Fairchild libraries are linked to the Campus Card Office system which enables campus IDs to be used to charge copies to departmental, research, and personal accounts. Also, photocopy debit cards may be obtained at the Millikan or Sherman Fairchild circulation desks. The photocopy dispenser/regenerators located on the first floors of the Millikan and Sherman Fairchild libraries will add value for cash. Scanners are available in all of the libraries.

DOCUMENT DELIVERY The Caltech Library System provides a comprehensive document delivery service known as IBID, which can be accessed from the library web page. Current Caltech faculty, students, and staff can request materials regardless of whether the item is available in the Caltech Library System collection or not. Items unavailable on campus will be obtained through the Interlibrary Loan Office. The fee is \$6.50 per 1-30 pages printed whether the item is available on campus or not. There is no charge for campus book requests, but \$6.50 is charged for books obtained from another library.

SPECIAL SERVICES AND FACILITIES AT THE SHERMAN FAIRCHILD LIBRARY

Five group study rooms and a twenty seat conference room can be reserved at <http://library.caltech.edu/reservation>. Each study room is equipped with tables, chairs, a widescreen monitor or presentation size dual monitors, and is equipped for use with either a laptop or a computer workstation. The conference room has computer, projection, and video conferencing equipment. Key access is available at the Circulation Desk. Wireless notebook computers can be checked-out at the Circulation Desk upon presenting a current valid Caltech ID. The notebooks can be used in the library up to four hours at a time, but they cannot be reserved in advance. Over 50% of the seating in this library is outfitted with network and electrical connections. Additionally the building is a wireless facility.

**PLEASE NOTE: You will need an ITS e-mail account
in order to use the computers in the Caltech libraries.**