

Demography Library Services available to PSC Research Associates and Affiliates

The Demography Library supports the research and course work of graduate students, Research Associates and Research Affiliates of the Population Studies Center (PSC) and is funded by the PSC. The Demography Library is not part of the Penn Libraries system and has its own online catalog, Athena, <http://athena.pop.upenn.edu/>. In addition to the basic collection on demographic research and methodology, there are strong holdings in demographic history, economics, migration, family studies, labor issues, women, family planning, and aging and health. Geographic coverage is worldwide, with particular emphasis on Africa, Latin America and other developing regions. The collection contains over 35,000 titles. The Demography Library also provides access to data sets and databases on CD-ROM. In addition to the resources available via the Demography Library, graduate students at the PSC have access to a wealth of both print and electronic resources and many other services via the Penn Library system, for information see: <http://www.library.upenn.edu/>.

Access: The Demography Library is open from Monday to Friday from 9 am to 5 pm and is located on the 4th and 5th floors of McNeil. The entrance to the library is located at 403 McNeil. The Library is open to all faculty, staff and students of the PSC as well as graduate students, faculty and staff of Economics and Sociology. All others must receive permission from the librarian to use the facility. Library keys are available to access the library after hours and on the weekends to PSC Research Associates and students only. Individuals who borrow keys will be provided with instructions for opening and closing the library. Keys must be returned by 10:00 am the next day, or on Monday at 10 am if signed out Friday afternoon. In addition, access to Athena, the Demography Library's online catalog is freely accessible via the web at: <http://athena.pop.upenn.edu/>. Individual study desks and chairs are available on both the 4th and 5th floors of the Demography Library for individual and small group study or meetings.

Note: If you have undergraduates or students from other departments working for you and will require that they use the Demography Library please provide Demography Library staff with their names and email addresses.

Library Staff: The library is managed by Nykia M. Perez, Librarian, Webmaster, and Information & Dissemination Specialist who administers the services offered by the library staff and who can provide assistance to all members of the PSC community as needed. J. Addie Fuller, the Information & Dissemination Assistant is responsible for managing and maintaining several library services and is also available to help members of the PSC community as needed. In addition to the two full-time staff members of the library, we also have student employees who work for us and who can assist visitors with access to material in the collection and with basic questions.

Since the library staff provides several services to the PSC community we are not always available at our desks and are often helping other researchers, working elsewhere in the building, in a meeting or running an errand. If we are not available to assist you right away please email us or call us and will get back to you as soon as we can. We have a notification board sitting on the front counter which we use daily to communicate important information, including information on where we can be found or when we will be back if we are not in the library.

Circulation Procedures: The Demography Library is primarily a self service library and library staff can provide you with instructions for borrowing items in the library. All users must register with the Demography Library to begin borrowing material from the library. Library users are responsible for

any items borrowed and are required to furnish replacement copies for any lost items and payment for lost items can also be arranged if necessary. We do not charge fines and expect borrowers to return items in a timely matter to ensure that all researchers at the PSC have access to necessary research material.

Registered users in good standing may borrow material at any time. Print your name and stamp the date on the card found in the back pocket of each item and drop the card in the slot on the front counter. Loan periods vary for different types of material. Books generally circulate for 3 months. Course reserve material can be borrowed for one day. Data CD-ROM's and items on Special Reserve can be borrowed for one week. A few select items in the collection have three day loan periods. Journals do not circulate and must be used within the library, unless permission is granted to make photocopies of journals on the 2nd floor of McNeil.

Detailed information about library services, policies, and procedures are available on the Demography Library web site at: <http://www.pop.upenn.edu/resources/library/demlib.html>. Please cooperate with these procedures so other users can have timely access to library materials.

Photocopying: The Demography Library has one photocopier that operates with the McNeil copy vendor system gold copy cards. New cards must be paid for in the McNeil Business Office. Once you pay for your card in the Business office bring your receipt to the Demography Library to receive your card. Value may be added to copy cards in the Demography Library, with a paid receipt from the McNeil Business Office. The library does not have a coin operated system and at this time cannot accept Penn Cards for photocopying.

Library Services: The Demography Library offers an array of services to PSC researchers. Services available to PSC Research Associates and Affiliates include the following:

- **Acquisitions Assistance:** Library staff welcomes suggestions for new material to be purchased for the Demography Library collection. If you come across something or publish something you think we should have please let the librarian know. In addition, library staff can show you how to locate and obtain copies of research material for your personal research collection.
- **Bibliographic Instruction:** Library staff provides assistance with using, identifying and evaluating relevant electronic and print resources for individuals and small groups. For in class instruction please contact the librarian.
- **Circulation Assistance:** Library staff provides access to the material if the Demography Library, keeps track of circulating material with our online catalog and provides assistance with recalling material that is overdue and/or checked out to other users.
- **Course Reserves:** Space is allotted in the library for Demography, Sociology and Economics course material. Library staff maintains, prepares and provides access to course reserve readings for Demography courses and also manages the circulation of course reserve material. If you are teaching a DEMG course or course that is required for Demography students and would like printed versions of your reading lists made available in the Demography Library please contact the library staff before the beginning of the semester to ensure reading material is available on course reserve by the time the semester begins. Library staff sends a notice out to faculty teaching DEMG course prior to the start of each semester informing faculty of the services.

- **Duplicate Materials:** Library staff accepts the donations of unwanted research material from students, faculty and staff at the PSC, with the understanding that we will keep what need or find suitable. Duplicate or unwanted material donated to the library will be offered to researchers at the PSC free of charge and then to population and demography libraries elsewhere. Library staff periodically sends out email messages regarding the availability of duplicate material.
- **Document Retrieval, Courier Service and Interlibrary Loan Assistance:** Research Associates at the PSC can request Articles, Books, Book Chapters and other types of items from the staff at the Demography Library. Library staff will locate, retrieve, and/or order (as appropriate) items requested by Research Associates and then deliver them in print format or electronically. The Demography Library will also return books to the Penn Libraries for Research Associates at the PSC. In addition, library staff provides training on how to locate and obtain research materials from other universities that may not been owned or available in the Demography Library or the Penn Libraries system.
- **Library Orientation:** Library staff provides orientation tours of the Demography Library as needed to individuals and groups throughout the year.
- **Reference Assistance:** Library staff can assist the PSC community with their research questions by suggesting appropriate print, electronic and data resources.
- **Research Services:** *Literature searching:* Library staff can perform electronic searches for literature on specific topics as well as in-depth literature searches to survey the literature on broad and interdisciplinary topics as requested. *Data searching services:* Library staff can also assist researchers with locating data relevant to their research, which may include, performing searches for data sets, variables and documentation.
- **Table-of-Contents Alerting Service:** As a service to PSC research associates, visitors, and post-docs, the Demography Library offers a Table of Contents Alerting Service. The TOC service alerts subscribers to new journal issues by delivering an electronic copy of the table of contents. The e-mail messages are not intended to deliver full-text access to all or any of the journals; they are intended to alert researchers to new issues of journals that are available. Researchers may simply reply to the message to request a full-text copy of an article.
- **Technology Training and Instruction:** Library staff in conjunction with SSC staff provides training and instruction on various reference and research tools and software programs that are useful to the PSC community and informs researchers about similar types of training opportunities offered via the Penn Libraries and elsewhere as appropriate. We welcome suggestions for additional workshops. Please see the workshops page on the PSC web site for additional information at: <http://www.pop.upenn.edu/news/workshops.htm>
- **Web, Data, & Information Dissemination services:** *PSC web site:* The library staff maintains the PSC web site. In an effort to keep the web site up-to-date and to reflect the breadth and scholarship of all of our PSC researchers, library staff periodically collects information about all researchers at the PSC including information on publications, research interests, awards, honors and recognition to post on the web site. The PSC web site also contains several lists of upcoming events, news and other announcements including job announcements and calls for

papers. If you would like to submit updated information about you or your research or if you have an announcement you would like posted on the web site please utilize the web-based form to submit this information at: <http://www.pop.upenn.edu/news/newsform.htm>. Library staff also maintains lists of resources on the PSC web site (e.g. Data, GIS & Maps, Publishing, etc).

Information Services Newsletter: The library staff also publishes the PSC's quarterly Information Services newsletter which contains information about services, resources, news and events relevant to PSC folks. The newsletter is delivered to PSC mailboxes at the beginning of each semester and is posted on the Demography Library web page. Extra printed copies are always available in the library. Additional dissemination services are available to students working on funded research projects here at the PSC. Normally these services are requested by the PI of the project.

Dissemination Services: While dissemination services are often provided to grant funded research projects, the dissemination of research related announcements via the web and listservs, is a service also available to individual researchers. Services available for grant funded research projects include: basic brochure design, web site design, and dissemination of research related announcements and information via the Internet and e-mail. Demography Library staff can provide assistance with the layout, the design, and the overall organization of a project web site.

For additional information about Demography Library services or for assistance please contact library staff at: psc_library@mailman.ssc.upenn.edu or at: 215-898-5375. The librarian is available to meet with the Demography Club as needed to discuss the services we provide to students.