

## Demography Library Services available to PSC Students

The Demography Library supports the research and course work of graduate students, Research Associates and 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/>. Individual study desks and chairs are available on both the 4<sup>th</sup> and 5<sup>th</sup> floors of the Demography Library for students to use. 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 4<sup>th</sup> and 5<sup>th</sup> 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/>.

**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 students as needed. J. Addie Fuller, the Information & Dissemination Assistant is responsible for managing and maintaining several library services and is also available to help students 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 borrow 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. 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 2<sup>nd</sup> 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 students. Services available to students include the following:

- **Acquisitions Assistance:** Library staff can show students how to locate and obtain copies of research material for their personal research collections. In addition, library staff welcomes suggestions for new material to be purchased for the Demography Library collection.
- **Bibliographic Instruction:** Library staff provides assistance with using, identifying and evaluating relevant electronic and print resources for individuals and small groups.
- **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.
- **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.
- **Interlibrary Loan Assistance:** 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 students with their research questions by suggesting appropriate print, electronic and data resources.
- **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 PSC students and informs students about similar types of training opportunities offered via the Penn Libraries. 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:** Library staff maintains the PSC web site,

including the GGD web pages (<http://www.pop.upenn.edu/programs/ggd/ggd.index.html>) and the student page (<http://www.pop.upenn.edu/people/gradstud.html>) and requests updates from students periodically. Updates and recommendations for the PSC web site are always welcome. 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.

For additional information about Demography Library services or for assistance please contact the staff at: [psc\\_library@mailman.ssc.upenn.edu](mailto: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.