

# Levy Library Services

## REFERENCE SERVICES

(212) 241-7793 OR EXT. 47793

Reference librarians provide support in literature searching and in identifying and using appropriate print and online journals, books, databases and Internet resources.

- **Ask a Librarian:** Visit us in the library, phone us, email us at [Refdesk@mssm.edu](mailto:Refdesk@mssm.edu), or chat with us. Our AIM screen name is **mssmref**, and we also offer a Web based chat service via a Meebo chat widget. Access our email and Meebo chat services online through links to [Ask a Librarian](#) on most Library Web pages, or directly at <http://www.mssm.edu/library/services/askus.shtml>.
- **Library Instruction:** Reference librarians offer a variety of classes on the use of the Library's databases and applications. Sign up for a class online at <http://fusion.mssm.edu/levy/classes>. We are also happy to arrange individual and group consultations, and Library tours and orientations. To schedule a training session or consultation, contact the Reference staff at (212) 241-7204 or via email at [Refdesk@mssm.edu](mailto:Refdesk@mssm.edu).

## COMPUTING SERVICES

(212) 241-7091 OR EXT. 47091

Help Desk staff provide technical support to Mount Sinai School of Medicine, such as:

- Scheduling work and service repair orders;
- Assigning remote access logins for The Mount Sinai Medical Center community;
- Assigning email accounts for The Mount Sinai School of Medicine and affiliates;
- Distributing discounted software (Mount Sinai faculty, students and staff only);
- Providing support for Library, faculty, student and public computers.

Help Desk staff are available for consultation in person, by telephone, and via email at [Helpdesk@mssm.edu](mailto:Helpdesk@mssm.edu).

## CIRCULATION SERVICES

(212) 241-7791 or EXT. 47791

Faculty, students and staff of The Mount Sinai Medical Center may register for circulation privileges at the Information Desk, located on the 11th floor of the Levy Library. You must present a valid Mount Sinai identification badge to register.

- **Circulation Periods:**
  - \* Monographs (books) and CDs: 2 weeks
  - \* Bound Journals: 1 week
  - \* Unbound journals: 2 hours
  - \* Audiovisual media except CDs: 1 day
  - \* Reserve print materials: 3 hoursNote: Reserve materials may circulate overnight from one hour before closing. They are due back within one hour after opening the following day.
- **Renewals:** Call or drop by the Information Desk, or renew your materials online. To renew online, click on **My Account** from any Catalog page. Materials may be renewed two times unless there is a hold on an item.

## INTERLIBRARY LOAN & DOCUMENT DELIVERY

(212) 241-3862 OR EXT. 43862

- **ILLiad:** Mount Sinai faculty, students and staff may request books and journal articles that are not held by the Levy Library via ILLiad, the Library's interlibrary loan service. Link to ILLiad from the Levy Library home page. Or, go to ILLiad directly at <http://services.library.mssm.edu/illiad/logon.html>. We will notify you when your materials are available. We deliver journal articles electronically, in PDF format. You may pick up printed books at the Information Desk.
- **Document Delivery:** Members of the Mount Sinai community may have journal articles copied and delivered to them in electronic or print format. The price is \$5.00 per item. Contact the Interlibrary Loan Department for more information.

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# Levy Library Resources & Services

<http://www.mssm.edu/library>

## MISSION

The mission of the Levy Library is to support the clinical, educational and research programs of The Mount Sinai Medical Center. The library implements its mission by providing access to biomedical information resources in paper, digital and electronic formats, and by serving as a resource on communications and computing issues for The Mount Sinai School of Medicine.

## LIBRARY HOURS

Monday-Thursday	7:45 A.M. - 11:50 P.M.
Friday	7:45 A.M. - 7:50 P.M.
Saturday	9:00 A.M. - 7:50 P.M.
Sunday	12 Noon - 11:50 P.M.

## LEVY LIBRARY ONLINE

<http://www.mssm.edu/library>

The Library's online electronic resources are available 24 hours per day, 7 days per week both on- and off-campus.

## REMOTE ACCESS TO LEVY LIBRARY

Your Mount Sinai email login name and password allow you to log on to the library's licensed resources from off-campus. For questions about your email login and password, please contact the Help Desk

- By phone at (212) 241-7091 (ext. 47091);
- Via email at [Helpdesk@mssm.edu](mailto:Helpdesk@mssm.edu).



MOUNT SINAI  
SCHOOL OF  
MEDICINE

Gustave L. and Janet W.  
Levy Library

Mount Sinai School of Medicine  
Box 1102 - Annenberg Building - 11<sup>th</sup> Floor  
One Gustave L. Levy Place, New York, NY 10029  
Tel: (212) 241-6671 Fax: (212) 241-4925

# Levy Library Resources

## ONLINE ELECTRONIC RESOURCES

**E-Journals:** The Library offers full-text electronic access to more than 20,000 biomedical, science and health related journals. To browse the list of titles, click on the [Select an E-Journal](#) link on our home page at <http://www.mssm.edu/library>.

You can also access the Library's licensed online journal articles by clicking Levy Library's **FIND IT** button, found in many databases, and PubMed's **Link Out** button.

**E-Books:** Browse over 600 core reference books and access thousands more through collections such as APA PsycBOOKS and Wiley InterScience. E-books are available by clicking on the [Select an E-Book](#) link on the Library's home page. Some major individual titles are: *Harrison's Online*; *ACS Surgery*; and *Hurst's The Heart*.

**Databases:** The Levy Library offers access to over 150 electronic databases. For a complete list, click the [Select a Database](#) link on the Levy Library home page. Over a dozen major resources, such as those listed below, are also linked directly from our home page.

- **MEDLINE** — From PubMed with LinkOut and FIND IT
- **UpToDate** — Clinical topic reviews that synthesize the latest evidence and best practices and provide detailed recommendations (on campus only)
- **MD Consult** — Clinical resources including full-text reference books, summaries of medical news and literature, drug information and patient education handouts
- **MICROMEDEX Healthcare Series** — Including the PDR, DrugDex, patient education handouts and more
- **PsycINFO** — Find citations to articles and books in the fields of psychology; link to full-text with FIND IT
- **Web of Science** — A multidisciplinary database that offers cited reference searching; link to full-text with FIND IT

**Catalog:** Search the Levy Library Catalog for book, journal and multimedia availability and location. Click on the [Search the Catalog](#) link on the Levy Library home page.

## PRINT RESOURCES

The Library has over 24,000 textbooks and monographs and more than 500 current print journal subscriptions in the fields of biomedicine and health sciences.

- Books are located on the 11th floor of the Library and shelved by National Library of Medicine Classification.
- Journals are located on the 10th floor of the Library and shelved alphabetically by title.

## AUDIOVISUAL MATERIALS

Our audiovisual collection, including slides, videocassettes, CDs and more, is housed on the 11th floor of the Library. Patrons may use these materials in the audiovisual carrels in the Library or check them out.

## THE MOUNT SINAI ARCHIVES

The Library's Archives Division collects documents and artifacts relating to The Mount Sinai Hospital, Mount Sinai School of Medicine, and The Mount Sinai Medical Center. It also holds a large collection of material about The Mount Sinai Hospital School of Nursing (1881-1971). Information in the Archives is used to answer questions of a historical nature, and to support current activities at Mount Sinai.

Included in The Archives are thousands of photographic images of Mount Sinai and its staff dating from the first hospital building in 1855. You may review thumbnail reproductions and descriptive information of selected images in **The Mount Sinai Archives Image Database**, linked from the Levy Library Web site or directly at <http://mssm-archives.mssm.edu/dbtw-wpd/MtS/>.

The Archives is located on the 10th floor of the Library. To make an appointment, please email or call the archivist at [barbara.niss@mssm.edu](mailto:barbara.niss@mssm.edu) or (212) 241-7239.

## COMPUTER WORKSTATIONS AND APPLICATIONS

The Library has 115 networked public computers that provide high speed access to our online electronic resources, the Internet, and to a variety of computer applications such as *Adobe Acrobat Professional*, *EndNote*, *Microsoft Office Suite* and *SPSS*.

## LAPTOP COMPUTING

Mount Sinai students, faculty and staff may use their personal laptop computers in the Library to access the Internet and to print. Wireless access to the MSSM network is available throughout the Library, and plug-in network ports are located in many workstations and study carrels. To use MSSM's wireless network, your laptop must be enabled with the appropriate wireless cards. In addition, you must log in with a user name and password.

For assistance with problems in configuring your laptop, registering, or logging on to the campus network, please contact the Help Desk at [Helpdesk@mssm.edu](mailto:Helpdesk@mssm.edu) or ext. 47091.

## PRINTING, PHOTOCOPYING & SCANNING

**Self Service:** The Library's public computers are networked to black and white printers. The Library also provides black and white photocopiers and two scanning stations. To operate most Library copiers and printers, patrons must purchase, for a \$1 fee, a reusable copy card. The cost of copies must be added to the card; black and white copies cost ten cents per page.

To obtain a credit copy card, MSMC faculty, students and staff must complete an application and show valid Mount Sinai identification. There is a 24-hour waiting period before a credit copy card is issued.

**Color and Banner Printing:** The Library houses a color printer and a banner printer. Please contact the Help Desk at [Helpdesk@mssm.edu](mailto:Helpdesk@mssm.edu) or at ext. 47091 for information and to schedule banner printing sessions.