UNIVERSITY OF SOUTH CAROLINA
University Libraries

New Semester Checklist

Welcome Back! It's the start of a new school year and as you're getting ready for the upcoming semester, keep in mind the following resources and services offered by your libraries.

University Libraries

- Thomas Cooper Library - http://library.sc.edu - 777-4866
- Elliott White Springs Business Library - http://library.sc.edu/business/ - 777-6032
- Hollings Special Collections Library - http://library.sc.edu/hollings/ - 777-3847
- Moving Image Research Collections - http://library.sc.edu/mirc/ - 777-6841
- Music Library - http://library.sc.edu/music/ - 777-5139
- South Caroliniana Library - http://library.sc.edu/socar/index.html - 777-3131

For your teaching

✓ Course Reserves
http://library.sc.edu/pubserv/reserve/reserve.html
Contact us to put books or other resources on Reserve for your class. We can also scan or provide links to library resources for you in blackboard.

✓ Educational Film Collection
http://library.sc.edu/edfilms/
We have an extensive collection of videotapes, DVDs, and streaming film databases for classroom and educational uses. Staff is available to take reservation requests, check out films, and help choose films that fit your educational needs.

✓ Library Instruction and Information Literacy
http://library.sc.edu/instruction.html
The library has a variety of services that can help meet the needs of your classes and support your teaching and research.

✓ Technology Assignments
http://library.sc.edu/complab/2012_recap.html
Let us know if you are planning any class projects that might involve the use of the technology services and resources offered by the Technology Lounge.

✓ Textbooks on Reserve
http://library.sc.edu/pubserv/reserve/textbook.html
Help keep the cost of textbooks down. If you have an available copy of the textbook for your class, we strongly encourage you to place this book on reserve.

For your research

✓ Faculty Book Delivery
http://library.sc.edu/pubserv/facbookfaq.html
If you are USC-Columbia faculty or staff and there is a book we own that you want to check out without coming to the library, we can deliver it to your department on the USC-Columbia Campus.

✓ Proxy Card
http://library.sc.edu/circulation/#Faculty
If you would like to allow your graduate assistant to check out items to your account, then you may request a proxy card for that student. The form can be obtained at the Circulation Department, by email request or by completing the online form.

✓ Request books for the library
http://erequest.tcl.sc.edu/public/default.asp
Submit a request for a title that you would like to see added to the Library collection using eRequest online request form.

✓ Where to return books
http://library.sc.edu/circulation/#Returning
Did you know there are book drops located throughout campus?

Let us get that for you

✓ Interlibrary Loan (ILL)
http://library.sc.edu/ill/
Register for ILL! You can borrow books and journal articles from other libraries, or get articles from the University Libraries' collections sent directly to your desktop.

✓ Scan and Deliver
http://library.sc.edu/ill/scanAndDeliver.html
We scan the requested articles from the University Libraries' collections and deliver them to your desktop or office.

✓ Books delivered to your campus office
http://library.sc.edu/circulation/facbookfaq.html
If you are USC-Columbia Faculty and there is a book we own that you want to check out without coming to the library, we will get the book and deliver it to your department on the USC-Columbia campus.

✓ PASCAL Delivers
http://library.sc.edu/pdinfo.html
Our copy checked out or we don't have it? Click PASCAL Delivers button in the online catalog to have books delivered from academic libraries across the state.

Keep up-to-date

✓ Library News, Events and Exhibits
http://library.sc.edu/news/
Keep up-to-date with what's happening at University Libraries.

✓ Library Publications
http://library.sc.edu/publications/pub.html
We have full-text copies of the University Libraries publications.

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