

## RESEARCH AND TEACHING SUPPORT

Stauffer Library offers numerous services to support research and teaching activities in the Humanities and Social Sciences, including:

### Reference Service

On-site assistance with finding information and quick research assistance is available at the Research Help Desk, as well as by email, telephone or fax.

#### Reference Help:

Phone: 613-533-2527 or Toll Free: 1-866-267-7404

Email: [inforef@queensu.ca](mailto:inforef@queensu.ca)

### Instruction Service

The Library offers multiple forms of instruction ranging from self-directed online guides ([library.queensu.ca/help/guides](http://library.queensu.ca/help/guides)) to introductory orientations to curriculum-integrated sessions.

For selected key information sources in your discipline, consult the **Subject Guide** pages at: [library.queensu.ca/research/subjects](http://library.queensu.ca/research/subjects).

Contact your department **liaison librarian** to discuss your research needs:  
[library.queensu.ca/inforef/libs.htm](http://library.queensu.ca/inforef/libs.htm).

### Off-Campus Access

Connect to our web page from home or office:  
[library.queensu.ca](http://library.queensu.ca). Access:

- ◆ QCAT, Library Catalogue
- ◆ 600+ indexes & databases
- ◆ 58,000+ print/electronic journals...

For off-campus access to subscription resources please see: [proxy.queensu.ca](http://proxy.queensu.ca).

## Research Tools

View the Library's complete list of electronic indexes and databases at:

[library.queensu.ca/research/databases/](http://library.queensu.ca/research/databases/).

Besides major databases in each subject field, the following advanced research tools are particularly useful for graduate students:

- Citation Indexes (Arts and Humanities Index, Social Sciences Citation Index)
- Journal Citation Reports
- Dissertations and Theses (ProQuest)

**RefWorks** is a web-based citation management program that is freely available to all Queen's students, faculty & staff:

[library.queensu.ca/help/refworks](http://library.queensu.ca/help/refworks).

### Guide to Finding Theses

[library.queensu.ca/research/format/finding-theses](http://library.queensu.ca/research/format/finding-theses)

### Prepare and Write a Thesis at Queen's

More information: [library.queensu.ca/help/theses](http://library.queensu.ca/help/theses)

### Stauffer Library Contact Information

Circulation	613-533-2524
Government Documents	613-533-6314
Maps and Air Photos	613-533-6314
Reference	613-533-2527

Toll Free: 1-866-267-7404

See [library.queensu.ca/inforef/contact.htm](http://library.queensu.ca/inforef/contact.htm) for more information.

LRS/SA  
August, 2009



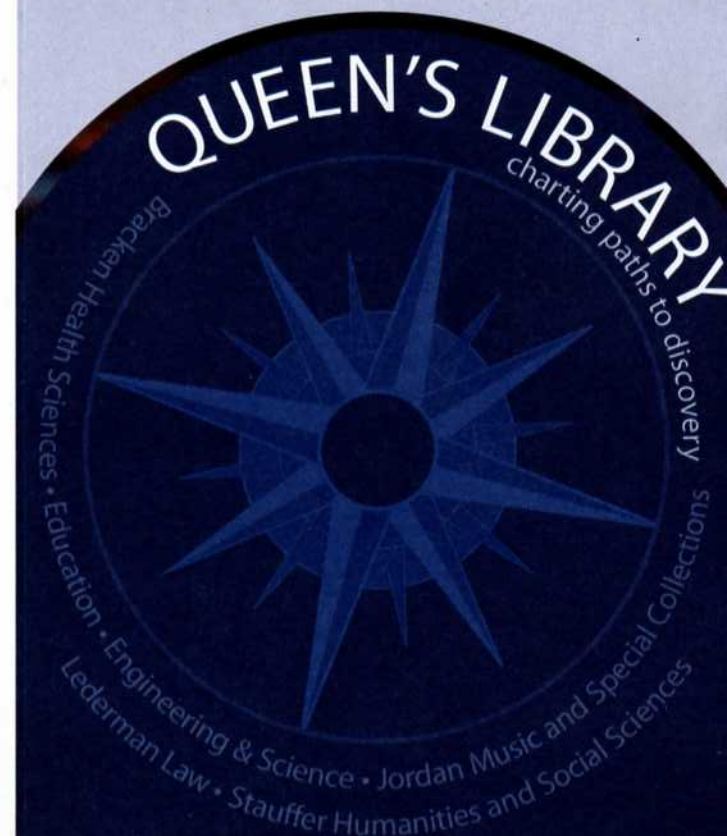
LIBRARY

Queen's University  
Kingston, Ontario  
Canada K7L 5C4  
[library.queensu.ca](http://library.queensu.ca)

Stauffer Library



# Services for Graduate Students



## Welcome to Stauffer Library!

Visit us for your teaching and research needs.

The Joseph S. Stauffer Library ([library.queensu.ca/stauffer/](http://library.queensu.ca/stauffer/)) houses the business, humanities and social sciences, art, government documents, maps and air photos collections, the Social Science Data Centre and the Queen's Learning Commons.

### Queen's Learning Commons

QLC ([www.queensu.ca/qlc/](http://www.queensu.ca/qlc/)), centrally located on the ground floor of Stauffer Library, is a collaborative endeavor with the Library, Learning Strategies Development, Library Services for Students with Disabilities, the Writing Centre and IT Services providing a comprehensive, integrated set of academic support services and resources.

### Borrowing Privileges

Use your Queen's University student card to borrow or renew library materials.

Graduate students are entitled to borrow up to 100 items on a term loan. Books are due 3 times a year - mid-January, mid-May and mid-September. All term loans are subject to recall after two weeks. Restrictions may apply for some formats or lending libraries.

Library cards are for the sole use of the registered borrower. All fines and charges incurred are the responsibility of the card holder.

### Borrowing From Other Libraries

As a Queen's graduate student you are entitled to borrowing privileges at universities across Canada. Your Queen's student card is required for identification at all university libraries.

When borrowing from another university, you are subject to the regulations of the lending library. Outside of Ontario all materials must be returned to the lending site.

### Interlibrary Loan/Document Delivery

The Library will obtain resources unavailable at Queen's to support research and teaching.

For detailed information, or to send a request via RACER, please visit [library.queensu.ca/services/interlibrary](http://library.queensu.ca/services/interlibrary). The Library subsidizes costs associated with this service. There is a \$3.00 fee for each article and no fee for books.

### Center for Research Libraries

An incredibly rich resource is available to researchers at Queen's by virtue of our membership in the Center for Research Libraries ([crl.edu](http://crl.edu)). Search the catalog at [catalog.crl.edu](http://catalog.crl.edu).

CRL materials can be obtained through interlibrary loan (RACER). Note in the special instructions box that the item is located at CRL. Loans can be made for extended periods and at no cost by users affiliated with member libraries.

### Managing Your Library Account

Renew material, view due dates for items you have on loan, see whether you have outstanding fines, view Saved Searches and My Bookbag, by signing in to My Library Account in the Library Catalogue (QCAT). You can also place requests for holds and recalls through this account. Any item may be renewed unless requested by another borrower.

### Study Space

On the Library's 3rd Floor, at the north end of the building, is the Graduate Study Room furnished with a combination of study tables and carrels. The room is unlocked and the space is available to graduate students on the honour system.

Stauffer Library also offers a limited number of individual carrels which can be reserved by graduate students for their personal use. A \$25.00 key deposit is required.

For more information, ask at the Stauffer Library Circulation Desk for a copy of the **Research Carrel Application**.

Additionally, there are 14 group study rooms, of varying sizes, at Stauffer Library and the Queen's Learning Commons. These can be booked by Queen's faculty, staff and students.

For more information visit:  
[library.queensu.ca/inforef/study\\_space.htm](http://library.queensu.ca/inforef/study_space.htm)