Social Work Library

**CONTACT INFORMATION**

Location: B700 School of Social Work Building, 1080 S. University Street, Ann Arbor, MI 48109-1106
Phone: 734/764-5169
Email: social.work.library@umich.edu
Web: http://www.lib.umich.edu/socwork/

**LIBRARY HOURS**

During the academic year, the Social Work Library is open:

- Sunday 1 p.m. to 5 p.m.
- Monday – Thursday 7:45 a.m. to 9 p.m.
- Friday 7:45 a.m. to 5 p.m.
- Saturday CLOSED

Hours vary during university holidays, summer months, and intersessions. Please review the library’s hours information at: http://www.lib.umich.edu/hours/list.php?singlebuilding=9

**COLLECTION**

The Social Work Library collects information on subjects related to the curriculum of the School of Social Work (SSW). These subjects include: social work practice and administration, social work education, social casework, social welfare services and policy, child welfare and gerontology. The locations of items in the collection can be found in the catalog, Mirlyn. In addition to providing approximately 160 periodicals. A collection of books authored by SSW faculty and an archival collection of SSW dissertations are maintained here, as well as course reserve materials. The book collection is arranged by Library of Congress call number, and the Periodicals Collection is arranged alphabetically by journal title. While items in the Reference Collection do not circulate, there are many sources represented in that collection online at: http://www.lib.umich.edu/socwork/swlonlineref.html. The library also has access to various electronic resources, such as journals and databases. Those databases of particular interest to social work researchers can be found at: http://www.lib.umich.edu/socwork/database.html. Other campus libraries, such as the Public Health Library and the Hatcher Graduate Library, supplement the collections here. The library gratefully accepts gifts of books, journals and scholarly reports. All gifts become the property of the University of Michigan.

**SERVICES**

The Social Work Library offers many services aimed at the needs of the students, staff and faculty of the School of Social Work (SSW).

**Circulation Services**

With a valid university I.D. (MCard), University of Michigan students, staff and faculty may check out materials from the collections, including items “on reserve.” Reference books, current journals and items in special collections may not be checked out of the library. Graduate students may check out books for 8 weeks; undergraduates and staff may borrow items for 3 weeks; and the faculty borrowing period is one term. The borrowing periods for some items may be extended or “renewed” by using the Mirlyn “My Account” feature. All library materials must be checked out 10 minutes before the posted closing time. The library accepts only personal checks for library fines.

**Computing**

The library space houses the Comprehensive Information Resource Center (CIRC), which serves as a computing lab for the SSW. There are 46 workstations and a 30-seat classroom, equipped with computers and projection system. These computers provide access to statistical software, word processing, spreadsheets, email and the Internet. Connected to 2 of these computers are flat-bed digital scanners. There are 10 express, email-only stations. A-U-M unique is required to use CIRC workstations. There are 3 other computers that provide access to library-related resources; researchers not affiliated with the university may use these computers for library research. Students are charged for printing information from all computers in the site, including the color printer. An adaptive technology workstation is available onsite. For information about the Ergopod, see: http://www.umich.edu/~sites/info/atcs/HTML/Ergopod.html.

**Course Reserves**

Many SSW instructors provide materials related to courses in the library for student use. These “reserve” materials are available at the Service Desk. To check out reserve books, coursepacks, videos, etc., you must present your MCard. Course reserves circulate for 4 hours only. Late fines for reserve items are $1 per hour, including any hours that the library is not open. Many course-related materials are available in full-text form via Mirlyn, the library catalog. To search the course reserve catalog, go to http://mirlyn.lib.umich.edu/cgi-bin-e?func=find-b&local_base=miu30_pub. Please note: SSW course syllabi are available from the school’s web site, http://www.ssw.umich.edu/classes/.

**Group Study Rooms**

There are 2 group study rooms available for use only by social work students. These rooms are available for use during regular library hours, for a 2-hour period on a reservation basis. Room B792 houses video viewing equipment, which is used strictly for selected SSW class assignments. Room B792 is equipped with a computer for SSW students to practice PowerPoint presentations.

**Library Delivery, Interlibrary Loan & 7-FAST**

Social Work students, staff and faculty may borrow books not owned by the Social Work Library but available in other libraries on campus through a service called Library-to-Library Delivery. Requested books are typically delivered in 2 days. Journal articles may not be requested through this service. Log into Mirlyn, find the item of interest, and click on the “Get This” link to initiate the delivery request. You may also borrow books and photocopies of articles not held by campus libraries via a service called Interlibrary Loan. Submit a loan request via ILLiad at the Interlibrary Loan page: http://www.lib.umich.edu/ill/. The 7-FAST service locates your journal articles in any of the 16 campus libraries and delivers photocopies to your departmental mailbox. You may also download your requested articles from a secure library web site. Please note: there are fees
Photocopying
There are 2 photocopy machines near the Periodicals Collection. These machines use photocopy debit cards, and the per copy cost is $.10. There is a debit card-dispensing machine, which accepts $1, $5, $10, and $20 bills. For $1, you receive a reusable copy card with $.50 of value.

Reference Service & Instruction
The Social Work Library provides research assistance to all members of the university community performing research in the field of social work. Staff can assist you in using the collections, in searching the catalog or other electronic resources, or in locating information on the Internet. Reference service hours vary from term to term, but are posted on the library’s web site. Students are encouraged to submit reference questions via email to social.work.library@umich.edu. Individual consultation appointments are available for in-depth research and individualized instruction. Librarians meet with SSW classes to provide instruction on using library resources. All instructional handouts and research tips for SSW class assignments are available on the library’s web site, at:
http://www.lib.umich.edu/socwork/rescue/

OTHER INFORMATION
Food and beverages are strictly forbidden in the library.

Off-campus access to library resources by current U-M students is possible. See: http://www.lib.umich.edu/electres/documentation/ for details. Please note that alumni do not have off-campus access to library resources. Information on services and resources available to alumni and visitors is gathered at: http://www.lib.umich.edu/socwork/swlvisitor.html.

University Library staff are available to assist you via text chat during selected hours of the academic term. Information about the Ask Us Now (Instant Message Reference Service) is available at: http://www.lib.umich.edu/askus/

SOCIAL WORK LIBRARY STAFF
Jennifer Nason Davis
Head of the Social Work Library
734/764-5198

Barbara Beaton
Public Services Librarian
734/647-1903

Karen Blackford
Supervisor, Daily Operations
734/764-5169

Sally Lawler
Public Services Librarian
734/647-1903

Cathy Whitaker
Information Resources Asst.-Senior
734/647-1879

Susan Wortman
Information Resources Specialist
734/647-1879

TIP: Check the library’s web site for the latest information on hours, services, and available resources at:
http://www.lib.umich.edu/socwork/