

# AAU Library Resources for All Majors

180 New Montgomery  
6<sup>th</sup> Floor

## Circulation/ Information Desk

Visit the desk to check out and renew items, pay fines, get change for the copy card machine, and get help with equipment. You can also renew items online on the library home page at <http://library.academyart.edu/> or by phone at 415-618-3842.

## Reference Librarians / Information & Help Desk

Visit the Reference Desk to get one-on-one help finding something in the library, researching a project, or using the online resources. You can also email or instant message us at the Ask A Librarian button at the Web site above.

## Books

There are two main areas for books. The Circulating Stacks section contains books you can borrow and the Reference Section contains books and magazines that you can use in the library only. Books in both sections are arranged alphabetically by call number on the shelves. Use the library's online catalog from the computers near the circulation desk to search for books on your topic and to see their call numbers and locations. You can borrow books from the Circulating Stacks for two weeks, and renew them once, for one month maximum (overdue fines .25/day). You can renew online at the library's Web site or by phone at 415-618-3842. Some books are in special locations, please ask at the desk for help finding them.



## Textbooks on Course Reserve

Required textbooks for many classes are available for use in the library. Ask at the circulation desk or click on the Course Reserve button on the library Web site to see items your instructor may have on reserve for your class.

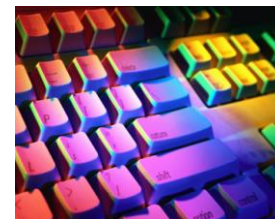
## Magazines in the Reference Section



The library subscribes to over 300 magazines. The current year's issues are arranged alphabetically on the magazine racks, with the current month's issue displayed face up. Lift the shelves for previous months' issues from the current year. Issues from past years are in the Bound Periodicals section, also arranged alphabetically. All magazines are for use in the library only, except *National Geographic*, which you can borrow. You can view the list of magazines on the library's Web site and search for articles using the online databases. There are also a small number of assorted vintage magazines located near the video desk, for use in the library only. Ask at the slide/video desk to view them and please use them with care.

## Computers

The Macs around the circulation desk offer Microsoft Office (with Word, Excel, PowerPoint), Internet access, and printing. You can also search the library's online catalog from these computers by opening the home page in the Firefox or Safari browsers. The Macs in the reference section have Photoshop and scanners but no Internet access or printing. You can check out a flash drive from the circulation desk to download and save your images. Flash drives are a two-day checkout with one renewal (overdue fines \$1 per day).





### Copy Cards

You can buy copy cards to make black & white copies (.10 each) or color copies (\$1.00 each) on the student copiers. Buy a card from the black machine next to the copiers. The minimum value is \$1, but you can add larger amounts. The machine does not give change, however, you can change larger bills for smaller ones at the circulation desk.



### Digital Images & Online Databases

The library's Web site offers access to thousands of articles and high-resolution images through our Databases and Digital Images tabs. From off site, enter your name as the username and your student ID number as the password. The images can be viewed, downloaded, and manipulated in Photoshop or another image editor. The articles can be read, emailed, or printed. For more information, see the

Databases tab or the AAU Online Databases list.

### Digital Stock Images, Sound Effects, & Motion Clips on CD-ROM

The library offers stock photography, sounds, and clips on CD. See the list in the binders in the reference section or search the online catalog. Write down the title or code from the page for each CD-ROM that you'd like to borrow. Three CDs per checkout; due at closing time (overdue fine \$1/day). You can also check out flash drives at the circulation desk for saving your work (two day check out; one renewal; \$1/day overdue fine).

### Picture Files

The Picture files offer print pictures of people, places, events, and objects. Use the binder above the cabinets or the online catalog to search for files on your topic. You can scan or copy the images in the library or borrow them, as with books (two week checkout, one renewal, .25/day overdue fines). Envelope provided at the circulation desk.

### Stock Photography Catalogs and Auction Catalogs

Stock photo catalogs have print images that you can scan, copy or borrow for two weeks. Categories include Nature, People, and Travel. The auction catalogs are from Sotheby's and Christie's, and contain pictures of decorative arts, furniture, paintings, and much more. You can browse them on the shelves or search them in the online catalog.

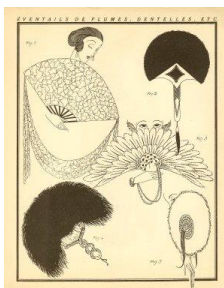


### Films and Screenplays

The library has films on DVD and VHS for you to view here or borrow for one day (overdue fine \$3/day). You can see the list in the online catalog by clicking the 'movies' link at the bottom of the library's home page. In the library, you can view films on the TVs at the back of the library or in the theater room. (Make a reservation at the circulation desk to use the theater room.) Headphones and remotes are available. The screenplays are located near the Photoshop computers/scanners in the reference section; they are circulating books and can be borrowed for two weeks.

### MFA projects

The library has MFA Final Projects by former students in all departments. Ask at the video desk or click on the 'MFA' link at the bottom of the library Web site to look at the list. You can read and view their contents in the library as much as you like, but no borrowing or copying is permitted.



### Annual Reports and Fashion Files

The annual reports files contain information on a variety of companies. The fashion files contain slides, images, press kits, and look books from designers and runway shows. Both are located near the video desk. For use in the library only.

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