

Quick Guide to The Sullivan Library

Hours

Check the portal page for holiday hours

Monday - Thursday	Friday	Saturday - Sunday
8 AM - 10 PM	8 AM - 7 PM	noon - 7 PM

Call Us

Front Desk
(845) 848 - 7505

Borrowing

Use Your **DC-1 Card** to borrow:

Books:

- * Students: 3 weeks, 1 renewal
- * Faculty: 1 semester

Course Reserves:

- * 2 hour loan within the library
- * pick up at Front Desk

Please visit the Sullivan Library with your DC-1 card to start borrowing today!

Portal Page

Connect to the **Portal Page:**

my.dc.edu/ics/library

- * **Database** access from campus or from home (remote access)
- * An **Online Catalog** which lists books, electronic books, and periodical holdings
- * **Subject Guides** for resources based on your major
- * A **Calendar** of Upcoming Workshops
- * Listing of **Internet Resources** you can cite
- * Library Staff **Contact Information**
- * **RefWorks**, a tool to help you with your citations (APA, MLA, and more!)
- * **Wireless Setup** Info

Stay Connected

For the most up-to-date library news and information, head to:

The Veritas Blog:
sullivanlibrary.wordpress.com

Library Twitter Feed:
www.twitter.com/SullivanLibrary

How Do I...

Print?

- * Use your DC-1 card (no cash)
- * 5 cents per page/side
- * All printouts are sent to the Main Reading Room's printer

Photocopy?

- * Use your DC-1 card (no cash)
- * 10 cents per page/side
- * Use the copier in the Main Reading Room or in Periodicals

Add print/copy money to my DC-1 card?

- * The ADM machine is located in the study room off of the Main Reading Room, near the printer

Workshops

Workshops are:

- * held in Sullivan Library's computer lab
- * available during the Fall and Spring semesters
- * open to all D.C. students, faculty, and staff
- * free

Listings are announced at the start of each semester. Watch your @DC.edu email for more information!

Questions?
Nicole.Kranich@dc.edu
Periodicals & Information
Literacy Librarian
(845)848-7506

Item Requests

Need a journal article or book we don't own? (no textbooks)

Go to the "Services For..." section of the Portal Page website or visit this direct link:

http://my.dc.edu/ics/Library/Interlibrary_Loans.jnz

Articles: generally 1 - 2 weeks to arrive (Health related articles might be faster)
Books: generally 2 weeks to arrive

- * Not every item can be obtained within this timeframe or at all -- so plan ahead and request early!

my.dc.edu/ics/library