

**12. Where is the Main Library?**

Binghamton University has two libraries, the Glenn G. Bartle Library and the Science Library. The Glenn G. Bartle Library is designated as the Main Library in infoLink (Library Catalog). Located adjacent to the Library Tower, it contains materials in the humanities, social sciences, mathematics, and computer sciences. It also houses the U.S. Government Documents collection, the Fine Arts Collection and Special Collections. The Information Commons is located in this building. The administrative offices are located in the Glenn G. Bartle Library. The Science Library, located next to the Science II building, contains materials in the sciences, medicine, nursing, engineering, technology, photography, agriculture, and psychology and the Libraries' map collection.

**11. Where can I get a library card? How many books can I check out at one time?**

Your University photo ID is your library card. Just present it at the Circulation Desk in the Bartle Library or the Science Library to check out books. Or use the self checkout available near the circulation desks. As an undergraduate, you may check out 100 books at a time. The loan period for undergraduate students is six weeks. Books may be renewed if no one else has placed a recall or hold on the book.

**10. Can I check out magazines, journals, and newspapers?**

No. You may photocopy articles from them using a BUC\$ card. Photocopiers are located on all floors of Bartle Library and near the back stairs on the second floor of the Science Library. Micro-fiche reader/printers are located on the third floor of Bartle Library and on the first floor of the Science Library.

**9. When and why should I come to the Information Commons Service Desk or the Science Library Information Service Desk?**

Whenever you need information. The staff at the desks of both Libraries can help you locate books, show you how to use the catalog, find materials on special subjects or help you search the World Wide Web. If you are doing a paper and don't know where to begin, consult a reference librarian at either of these desks.

**8. How do I find a book in the Libraries?**

You must use the **infoLink (Library Catalog)**, to search for the books and journal titles the Library owns. You may also search the **infoLink (Library Catalog)** for the videos/dvds, government documents, music scores and recordings, computer files, and manuscripts in the Libraries. If you do not know how to search the **infoLink (Library Catalog)**, ask for help at the Reference Desk.

**7. Where are the books located?**

On the third and fourth floors of Bartle Library. Maps showing the location of books by Library of Congress Call Number are available at the Information Commons Desk in Bartle Library and a chart is also posted next to the elevators. The main book collection in the Science Library is on the ground floor.

**6. How can I find articles on my topic?**

The Libraries have an extensive collection of magazine and newspaper electronic databases to help you find articles on your research topics. You can find most of these from the Libraries Web Page under the link [metaLINK: Databases, Articles, Journals, Books](#) or by choosing a subject under [Subject Resources](#). The URL for the Libraries is <http://library.lib.binghamton.edu>. You can also consult with a librarian at the Information Desks of either library for help in choosing the most appropriate database to use.

**5. Where are the magazines located?**

The current year of magazines and newspapers are located on the second floor of Bartle Library. Older issues are on the third floor, either bound (as books) or on microfilm. Science Library periodicals are located on the first and second floors. Journals and magazines from Bartle Library published prior to 1980 have been moved to a library annex. The Science Library has also moved some pre 1980 journals to the annex. You may fill out a Paging Request Form (available at the Circulation and Reference Desks of both libraries) or on-line on the Libraries Web Page. The Library staff will bring the materials to the Libraries the next business day.

**4. Can I search for materials from my dorm room or apartment?**

Yes, you can search Library Catalog and other resources from your residence hall, home, or any off-campus location. Some resources are only available to BU students, staff and faculty. You can access them through the Binghamton University Network with the appropriate software available from the Computer Center at no cost. Access via an Internet Service provider is also available. You need your BU e-mail user ID and POD password. Information on accessing these resources is available on a library guide: [Off-Campus Access \(BU only Resources\)](#) that is available in the Reference areas of both Libraries, or by clicking on the **BU only** icon next to the resource.

**3. Where can I read my e-mail? Type a paper?**

You may read your e-mail and type papers in the Information Commons, in the Science Library, and at any of the Computer PODs on campus.

**2. What if I have forgotten the Internet address of the Libraries Home Page?**

From the University's Home Page at the URL: <http://www.binghamton.edu> click on [Libraries](#) in the left hand column.

**And, the most frequently asked question in the Libraries is:**

**1. Where are the restrooms?**

They are located on the second, third, and fourth floor of Bartle Library and on the first floor of the Science Library.

For more frequently requested information about using the Libraries, please go the New Students Web Page at: <http://library.lib.binghamton.edu/newstudents/index.html>