



John A. Graziano Memorial Library

LIBRARY SERVICES TO STUDENTS

SAMUEL MERRITT COLLEGE

May 2008

The John A. Graziano Memorial Library in Oakland and its branches in Sacramento, San Francisco, and San Mateo offer a number of services to enrolled students. This flyer is designed to familiarize new Oakland students with some of the services the Library offers; new students on branch campuses should check with [Becky Boyd](#) (Sacramento), TBA (San Francisco), and [Derek Monypeny](#) (San Mateo).

Library Orientation

Graziano Library tours are available at the beginning of Fall and Spring semesters and for new ABSN students; sign-up sheets are at the Graziano front desk. Orientations provide a quick overview of Graziano Library collections, services, databases, and protocols.

Course Related Reserve Material

Many faculty place various books, packets and other course specific materials on reserve in the Library. In addition many required textbooks are ordered and placed on two-hour reserve. It is possible to search the Library's online catalog, *SAMMY*, for reserve materials either by course number or by faculty name. When requesting a course related book to be checked out in the Graziano Library please have the call number available so that library staff can locate the item on the shelves.

Requesting Books/Articles from Non-SMC Libraries

The Graziano Library can assist students in obtaining journal articles and books that are **not** available in the Library. Requests for interlibrary loan and document delivery may be submitted directly to the Graziano Library from your desktop by following instructions on the link *Request Articles/Books from Non-SMC Libraries* on the home page of the Library's web page. Be sure to identify yourself as a student affiliated with Samuel Merritt College. Contact person: [Daniel Grobani](#).

Borrowing Books/Obtaining Articles from the Graziano Library

MSNOnline students and students on the Sacramento, San Francisco and San Mateo campuses may borrow books and request articles from the Graziano Library print collection (provided the article is not available electronically). Directions for using these services are available on the Library website under *Services to Learning Centers > Borrowing Books & Obtaining Articles*.

Database Search Assistance

A reference librarian is available who can assist you in designing and implementing a search of any the databases licensed by the Graziano Library. An appointment is recommended for this service. Contact person: [Kristi Wessenberg](#),

Reference/Research Assistance

Reference/research services are available Monday – Friday 9 am – 5 pm. Contact person: [Kristi Wessenberg](#),

Database Search Training for Students

Students are encouraged to receive hands-on training in searching electronic databases available on campus. Small classes are held in the Graziano Library's computer lab; larger ones can be scheduled in the Peralta Computer Lab. Classes are held as needed during the academic year. In addition, faculty may arrange with the reference librarian to schedule small (or large) group classes. Contact person: [Kristi Wessenberg](#).

Requests for Book Purchase

The Libraries entertain recommendations for acquisition of books that support College programs as well as the broader mission of the College. A request form is available on the College web site at *Library > Research > Request Purchase of a Book/Journal*. Be sure to identify yourself as a Samuel Merritt student. Contact person: [Kristi Wessenberg](#).

New Items in the Library

A listing of new items acquired by the Library is e-mailed to students, faculty, and staff on a regular basis. Contact person: [Kristi Wessenberg](#).

Print and Electronic Journals

The complete list of all print and electronic journals available through the Graziano Library can be accessed on the College web site by going to *Library > Collections & Resources > Print & Electronic Journals*. Questions about searching this list can be directed to any staff member.

Library Annex / Archives

Older journals and books are kept in the Graziano Library Annex. Materials in the Annex may be requested by going to this form: *Library > Research > Request Pre-1990 Print Journals* or *Request a Book from the Archive* on the College web site. Materials are delivered to the Graziano Circulation Desk.

Photocopiers / Printers

There are two copy machines in the front corner of the Graziano Library directly across from the entrance. You must have a copy card to photocopy and print in the Graziano Library. Copy cards may be purchased from the vending machine located near the copiers. You may also add value to an existing card at the vending machine. The Graziano Library cannot provide refunds for lost or damaged copy cards and cannot provide change. Please write your name and phone number on the back of your copy card to facilitate its return if it is lost.

Library Computers

The Graziano Library has 25 computers: 9 (in the computer lab) are reserved for Samuel Merritt College students and faculty and have Microsoft Office; 6 (in the front of the Library) are available to the public, Summit Medical staff and to Samuel Merritt College students, faculty and staff; 10 are laptops which are available for in-house use by Samuel Merritt College students and staff. Each laptop has a DVD-ROM drive, a USB port to which you can connect a flash drive, Microsoft Office, SecureExam, Inspiration and wireless access to the Internet. Printing a document from a laptop requires using either a flash drive or email to transfer the document to a Graziano Library desktop computer. The Library has wireless connectivity.

Drop Box

When the Library is closed library materials may be deposited in the orange box located in Lower Towne Court.

Group Study Rooms

Four rooms are available for group video/DVD viewing and/or study sessions. These rooms are available on a first come first served basis. Each room is equipped with a white board and video/DVD viewing equipment. Markers and erasers can be checked out for use in these rooms.

Exam Review Resources

In order to help students prepare for licensure exams the Library has purchased exam review materials in the following areas: NCLEX, USMLE (including Podiatric Medicine), CRNA, Nurse Practitioner, Occupational Therapy, Physical Therapy, and Physician Assistant. Questions about locating these materials can be directed to any staff member. Suggestions for new purchases can be directed to: [Kristi Wessenberg](mailto:kwessenberg@samuelmerritt.edu).

Library Personnel and Contact Information

Library Director: Barbara Ryken, MLS (510) 869-8692 bryken@samuelmerritt.edu	Reference and Instruction Librarian Kristi Wessenberg, MLIS (510) 869-6833 kwessenberg@samuelmerritt.edu
Librarian – ABSN – San Francisco TBA (415) 869-3207	Librarian – Sacramento Becky Boyd, MLS (916) 646-2767 bboyd@samuelmerritt.edu
Librarian – ABSN – San Mateo Derek Monypeny, MLIS 650-292-5578 dmonypeny@samuelmerritt.edu	Library Technician – Technical Services Anna Barnard, BSN (510) 869-8693 abarnard@samuelmerritt.edu
Library Technician – Access Services Huyen Ho, BSN (510) 869-8694 hho@samuelmerritt.edu	Library Technician Daniel Grobani (510) 869-8900 dgrobani@samuelmerritt.edu
Library Technician Arthur Hassel (510) 869-8900 ahassel@samuelmerritt.edu	Library Technician Thom Tran (510) 869-8900 ttran@samuelmerritt.edu
Library Circulation Desk: (510) 869-8900	Library FAX: (510) 869-6633