The Swarthmore College Libraries, under the direction of College Librarian **Peggy Seiden**, consists of the main library, McCabe, which houses most of the humanities and social science collections, the Cornell Science Library, and the Underhill Library for Music and Dance. The Black Cultural Center has a small collection of materials relating to African-American studies and the Beit Midrash is dedicated to Jewish text study. The internationally renowned Friends Historical Library and Swarthmore College Peace Collection are also located in McCabe. Some small portion of our holdings is stored at the University of Pennsylvania's LIBRA facility less than 20 miles from campus. Faculty who need access to those materials may request delivery or may choose to work at the facility itself. The library website swarthmore.edu/libraries provides access to a variety of services, forms for requesting materials, instruction for placing reserves, and other useful information.

Subject Librarians
Your connection to the libraries for research and instruction is through our subject librarians:
- Andrea Baruzzi (abaruzz1, Astonomy, Biochemistry, Biology, Chemistry, Cognitive Science, Computer Science, Engineering, Environmental Studies, Mathematics, Physics, Statistics)
- Sarah Elichko (selichk1, Black Studies, Economics, History, Peace and Conflict, Political Science, Sociology & Anthropology)
- Donna Fournier (dfourni1, Music & Dance, Theater)
- Pamela Harris (pharris1, Comparative Literature, Educational Studies, Modern Languages & Literatures, Psychology)
- Nabil Kashyap (nkashya1, English, Film & Media Studies)
- Sara Powell (spowell1, Medieval Studies)
- Roberto Vargas (rvargas1, Art, Art History, Classics, Interpretation Theory, Islamic Studies, Latin American & Latino Studies, Linguistics, Philosophy, Religion, Spanish).
-

Through class meetings, Research & Information Desk hours and individual appointments, the librarians offer assistance to you and all your students including:
- In-depth research consultations
- Course integrated instruction on research methods
- Creation of research guides featuring resources ideal for specific courses
- Assistance with the development of Moodle course pages
- Consultations with Research and Information Associates (RIAs are students who assist peers with finding and evaluating information)

Collaborate with your librarian to meet the information needs for a particular course, assignment, or project. Library instruction can take place in your classroom, library facilities, or other areas on campus. Librarians encourage faculty teaching First Year Seminars to schedule instruction for their students to ensure that those new to campus learn the basics of navigating our virtual and physical collections. For research intensive classes, we recommend multiple visits in order to meet student needs at varying points in the research process.

Collections
While the libraries collect at an undergraduate research level, we have traditionally provided strong support for faculty research. Among the three main libraries (McCabe for humanities and

social sciences, Cornell for the sciences and mathematics, and Underhill for music and dance), the libraries own approximately 850,000 print volumes, 12,500 videos, 18,500 sound recordings, and 200,000 government documents. In addition, the libraries have access to thousands of e-resources, including e-books, e-journals, databases, streaming video, and streaming audio. We provide students and faculty with access to Wiley and Elsevier journal content on an article by article basis. McCabe Library also houses the Rare Book Room, an outstanding collection of artists' books and private press titles as well as many other unusual and rare editions. The Tricollege consortium owns approximately 2.3 million items collectively and has access to thousands of e-books. Tricollege materials requested by Swarthmore College patrons during the academic year are generally delivered within 24 hours.

Acquisitions and collection development is facilitated by subject librarians who work in collaboration with faculty to ensure that the library's collection supports both the curricular and the research needs of the college. The library is dedicated to both developing its own collection and providing easy access to collections held at other institutions. New instructional staff is encouraged to request additions to the collection that support the areas in which they will be teaching. There is some support through the library and the Provost's office for retrospective collection development in subject areas not previously or recently taught at Swarthmore. Suggestions for monographs, sound recordings, or videos can be made through your subject librarian or via the "suggest a purchase" form available on the library website: http://www.swarthmore.edu/libraries/suggest-a-purchase.xml. Periodical suggestions should be sent to your subject librarian with a rationale; new journals will be added to the collection on the approval of both your department chair and the College Librarian. The library also provides support for acquisitions in support of research to the extent possible. Local resources are supplemented by our relationships with libraries worldwide through various interlibrary loan networks and reciprocal borrowing agreements.

Access to Other Libraries

The Tricollege Consortium
The Swarthmore College Libraries, as part of the Tricollege consortium, are linked to Bryn Mawr and Haverford libraries by a shared library catalog, Tripod, reciprocal borrowing and collaborative collection development. In addition, the three institutions share various digital repositories for images, special collections, archives and student scholarship.

Borrowing Privileges across the Region
In addition to the reciprocal borrowing arrangement with Bryn Mawr and Haverford libraries, faculty also has enhanced borrowing privileges:
- Access the University of Pennsylvania Libraries with a courtesy card from Penn's Van Pelt Library. An application letter for courtesy cards is available at McCabe's Circulation Desk.
- As a special member library of the OCLC Research Library Partnership, the library enjoys shared resources with an elite group of libraries, special collections, and museums worldwide.
- The collection is further expanded through membership with the Pennsylvania Academic Library Consortium Inc. (PALCI), which allows reciprocal borrowing privileges among

many of its members. PALCI also sponsors a joint catalog that enables faculty to search and place requests for monographs held in most of Pennsylvania's academic libraries, as well as some in adjoining states such as Rutgers and NYU. Many of these materials are available within two to five days.

- Interlibrary Loan requests can be made via the Borrowing Beyond TriCo link from Tripod, by e-mail (emailill@swarthmore.edu) or by contacting Interlibrary Loan directly (x8491).

Reserves and other Curricular Support
The Library has both physical copy and online reserve systems for text, audio and video. For a complete description of reserve policies and procedures refer to the Research Support - Reserves & Digital Services section of the library webpage. Your list of reserve items, course number, and number of copies needed, can be sent to reserves@swarthmore.edu.

Electronic Reserves
Electronic reserves are managed through the College's learning management system, Moodle. Library staff can assist instructional staff with placing electronic course readings on reserve by providing the following services:

- Locate and provide links to subscribed articles or e-book chapters. Due to copyright concerns we strongly prefer the use of direct links to publications and articles rather than the creation of a pdf.
- Advise on accessibility of readings and video and help with remediation if required. Contact accessbility@swarthmore.edu.
- Advise best practices with e-book use. Contact Jessica Brangiel, jbrangi1, with questions regarding e-book access and functionality which varies based on vendors.
- Provide instruction on how to maintain a course and its reserves through Moodle.
- Provide assistance in copyright compliance. Note: all copyrighted course reserves must be password protected and display the copyright warning on the first page. For further information about copyright, please refer to that section of this handbook or the College's web page on copyright: http://www.swarthmore.edu/libraries/research-support/copyright.xml

Electronic files in a variety of formats, such as documents, illustrations, photographs, and audio files, can be uploaded and organized to best suit the needs of the course. Additionally, these systems give the option to add web links that will link a course or assignment directly to an electronic article or e-book available through one of the many databases to which the library subscribes. There are times, though, that the material a teacher would like his/her students to read is in a book or a print periodical. Simply bring photocopies of needed pages to the library for scanning. The PDF files will either be emailed to or uploaded directly to the course site. For assistance with electronic reserves/readings please contact:
McCabe (Humanities and Social Sciences) x8480
Cornell (Science and Engineering) x8267
Underhill (Music and Dance) x8231

The library provides streaming media services for audio and video recordings and a number of streamed media collections including the ability to watch Netflix in one of McCabe's video