

Link to your library web page at: <http://www.lib.jjay.cuny.edu>



Lloyd Sealy Library
John Jay College
of Criminal Justice



- # 1** [CUNY+ Library Catalog](#)
Find books, names of journals
- [Electronic Reserve](#)
Readings on reserve for classes
(funded by Student Technology Fee)
- # 2** [Electronic Information Databases](#)
Electronic databases, indexes and
abstracts, and full text journal articles
- [Selected Internet Links](#)
With a focus on criminal justice, fire
service, public management, etc.
- # 3** [List of Full Text Electronic Journals](#)
- [Library Publications](#)
(includes the APA style guides)

[CUNY Information](#)
[Competence Tutorials](#)



Shortcuts to Popular Databases

2 a

For reference questions see
[Ask a Librarian](#)
All other questions and comments to
libinfo@jjay.cuny.edu

- [Help with Research](#) **# 4**
- [Sealy Library Information](#)
[Hours, contacts, drop-in sessions,](#)
[suggest books, newsletter, ILL](#)
- [Frequently Asked Questions](#) **# 5**
- [Renew your books online](#)
- [Connecting from Home](#) **# 6**
- [CUNY Information](#)
- [Student Technology Fee Purchases](#)
- [Sealy Library hosted pages](#)

[Sealy Library News](#)
August 30, 2004

Keys to using the library web page:

- # 1 To Find Books:** Use **CUNY +** See additional details on the reverse side.
- # 2 To Find Articles:** Select an electronic database by using the Subject Guide or Alphabetic List. Read the database descriptions. Search the database by subject or keywords. Use **# 2 a** as a shortcut when you already know the database you want.
- # 3 To Find Articles when you know the citation:** When you already know the exact publication name, year, and volume number, use this list to find an electronic copy.
- # 4 Self – Guided Help:** Read more about using databases, briefing a law case, etc.
- # 5 Frequently Asked Questions:** Answers to questions about using the library, etc.
- # 6 To Connect from Home:** How to obtain a John Jay email account and other details.

Help available at the Reference Desk: (212) 237 – 8246 or 237 – 8247
Or link from the web page to: [Ask a Librarian](#)

Quick Guide to the Lloyd Sealy Library

Find Books:

Use **CUNY + Library Catalog** which lists the books owned by the Lloyd Sealy Library and other libraries of the City University of New York. (See other side - item # 1.)

Locating books on the shelf:

Location information for books is given in **CUNY +** when you link on the right most column with the **John Jay College** link – or other CUNY library links.

You need **three** pieces of information from the data below the blue line in order to find books on the shelf:

1. **Call number** i.e. (HV6024.5 .C63 1998)
2. Does it say **“on shelf”** or give a date when book is due back? Or does it say **“non-circulating”** ?
3. **Location** i.e. (stacks, reserve, periodicals, etc.) Possible locations are listed below.

Possible Locations:

Stacks: the books you may borrow.

Call numbers starting A – HX are on 2nd floor.
Call numbers starting J – Z are on 1st floor.

Reserve: books set aside for use in the library. (specific titles selected by your professors)
Located on 1st Floor – to the right at the Guard’s Desk.

Reference: books set aside for use in the library. (encyclopedias and specialized books)
Located on 2nd Floor near Reference Desk.

Special Collections: historic or rare books and archival collections on criminal justice and related topics. Some titles are in the Special Collections open shelving area on the 2nd Floor, past the Reference Desk. The John Jay Archives, Manuscript Collection and Rare books are available by appointment only. Ask at the Reference Desk. Or call (212) 237 - 8238

Electronic Reserve:

Electronic copies of readings for your classes.
Access from the library Web page – left side.

Borrow Books:

Check out books with your John Jay ID card that has a library barcode at the Circulation Desk on the 1st Floor.

Limit 5 books per day. Loan period is 3 weeks.

You may borrow books from most other CUNY libraries. Bring your John Jay ID card with your library bar code.

Library Telephone:

(212) 237 – 8246 or 237 - 8247

Find Articles:

When you only know the subject:

Use an **electronic database** on the library Web page. Select a database by using the subject list (item # 2 on other side of this page) or link to the most popular databases (item # 2 a on other side.) Search by using keywords or subject phrases. **Follow the links** to the full text of the articles. Or use the *List of Full Text Electronic Journals (#3)* when you already know the name of the publication, year and volume number. (i.e. the citation)
Note: # 2, #2a, #3 refer to items on back of this page.

Locating paper copy from journals on the shelf when you know the specific issue:

You will need the call number, so search **CUNY +** for the name of the journal, magazine, or newspaper.

For example: Look for the journal name – Criminology -- not the title of the article.

Then link in **CUNY +** on the right most column with the **John Jay College** link. You need **three** pieces of information from the data below the blue line in order to locate your article on the shelf:

1. **Call number** i.e. (HV6001 .C15)
2. **Location = Periodicals**
3. **Is the Year you need listed for John Jay College?**

Paper copies are shelved **by their call number** on the **2nd Floor on the 58th Street** side of the Library.

- **Current year issues** are shelved in the display shelves near the microfilm machines.
- **Older year issues** are located in the shelving area labeled **“BOUND”** on the 2nd Floor.

Microfilm and microfiche are shelved by call number in cabinets by the Reference Desk on the 2nd Floor.

Periodicals (magazines, newspapers, and journals) may **not** be taken out of the library.

Library Drop-In Sessions:

Short 20 – 30 minute sessions on finding information in the Library and on the Web. Ask for schedule at the Reference Desk or check the library Web page.

Library Hours (generally):

(Vary during the semester, **so check postings and Web page**)

Mondays – Thursdays	8:30AM – 10 PM
Fridays	8:30AM – 5 PM
Saturdays	10 AM - 6 PM
Sundays	12 PM - 5 PM

Questions ??

Ask librarians at the Reference Desk on 2nd Floor.