



## Library Tour

Welcome to the Lloyd Sealy Library of the John Jay College of Criminal Justice. It is a pleasure to see you here! As the key hub of information for the John Jay College Community, the Lloyd Sealy Library forms the educational foundation of your college experience. Here at Lloyd Sealy, you will find a wide array of knowledge and services available to you – all you need to do is reach out and use them!

**Circulation Desk:** As you enter the Library, you will face the Circulation Desk. This is where students check out and return books. (Books can be borrowed for 3 weeks and can be renewed if no one else wants them.)

**Key Fact:** The Lloyd Sealy Library is one of the 19 libraries in the CUNY system. As a John Jay student, you have access to materials in CUNY. That's 10 million books!

**Reserve Room:** To the right of the Circulation Desk is the Reserve Lab. This section of the library has two main features. The first is the Reserve Desk. Here students can borrow materials that instructors and professors have left or ask the library specifically to hold for their students. The second is the Computer Lab. Here students are able to work on various projects and assignments. **Key Fact:** The Reserve Lab is the only area in the library where students can use word processing programs such as Microsoft Word. All other computers in the library only have Internet and Catalog access. For access to word processing elsewhere, students should go to the NorthHall Building.

**The Arthur Niederhoffer Lounge:** To the left of the Circulation Desk is the Arthur Niederhoffer Lounge. This area is named for a policeman and professor who wrote: *Behind the shield: The Police in urban society*. **Key Fact:** The library has over 300,000 books, journals and magazines. Right behind the Niederhoffer Lounge is the second half of the "stacks" – the circulating collection of the library.

**Reference Desk:** This area, located on the middle of the second floor, is where a librarian can be located whenever the library is open. **Key Fact:** Librarians are useful for answering all sorts of questions. They can help you to find information for assignments and papers. They know good tips and sources that can be useful to you including books, periodicals and websites. Don't be afraid to ask – they don't bite!

**The Stacks:** This area which is located on both floors of the library contains books that can be taken out by students. The library has one of the strongest collections of criminal justice materials in the United States as well as materials to support all the various courses available at the College.

**Computers:** Surrounding the Reference Desk on all sides are computers for research – finding books, articles, using the Internet and printing.

**Reference Books:** Past the Reference Desk is the Reference Book section. Here are reference materials, meaning that they are books that can only be read in the library and not taken out. Here you can find encyclopedias, dictionaries, and handbooks.

**Group Study Rooms:** These rooms, located in the back of the Library are areas where students can come to work with his or her peers on various projects or prepare for exams.

**Law Reference:** Behind the Reference Desk is the Law Reference section. As part of our criminal justice collection, the Library has a very large collection of legal reference available for student access.

**Periodicals:** While the library has many periodicals available online, there are still materials valuable enough to maintain paper copies. This section is where we store those copies which are available for students to read and Xerox copy.



## Call Numbers

Call numbers are a group of letters and numbers put together in a certain sequence to establish the order of how and where books are kept in the library. They are also there to help you to find where the book is in the library. Books at the Lloyd Sealy Library are cataloged according to the Library of Congress Classification System.

Call numbers start with one or more letters. For example, the *Encyclopedia of urban legends* is shelved with the anthropology books, at call number *GR 105.34 .B78 2001*

### **Subject:**

*Psychology, religion*  
*World history*  
*American history*  
*Geography, anthropology*  
*Vocational guidance, careers*  
*Sociology*  
*Criminal justice*  
*Politics*  
*Law*  
*Music*  
*Art*  
*Literature*  
*Science*  
*Medicine*

### **Call number starts with:**

*B*  
*D*  
*E & F*  
*G*  
*HF*  
*HM*  
*HV*  
*J*  
*K*  
*M*  
*N*  
*P*  
*Q*  
*R*