Return-to-Campus Guide

Institute Libraries
Welcome!

The staff of the Institute Libraries are pleased to be of service, and to assist you with locating and obtaining materials safely.

We encourage you to use the libraries, and request that you follow the standard guidelines that the Institute has put in place to mitigate the spread of COVID-19.

*We welcome your suggestions and questions.*
Who We Are:

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Where We Are:

Historical Studies-Social Science Library Building
Fuld Hall (Mathematics collections)
Bloomberg Hall (Physics and Astrophysics collections)
What WE are doing (on campus):

• We are pulling books from our collection for contact-free pickup, and in some cases, offering delivery to IAS housing when quarantine conditions require this service.

• Scanning chapters and articles, when allowable by copyright law.

• We follow current national library best practices by **quarantining all returned items for 72 hours** before re-shelving and reuse.

• Library staff are pleased to offer you meetings through Zoom or by phone. We will answer research and access questions, through Zoom, phone, email, or via our web forms.

What WE are doing (with other libraries):

• We will request interlibrary loans for you from our partners, with the caveat that many libraries may continue to occasionally experience closures and long response times.

• Our courier service for materials held by Princeton University Library’s Firestone and Lewis Libraries will most likely change regularly in order to follow the Institute’s and Princeton University’s system for minimizing COVID-19 spread. Please check the status of our service via our website: https://library.ias.edu/hslcourier

• Our orientations for the Fall Term will be held via Zoom and recorded for viewing later on.

• We would love to hear from you and answer your questions. Social distancing doesn’t have to mean socially distant. Often, a conversation with you on the phone or via Zoom which you may set up using AppointmentPlus will provide us with insights to better assist you throughout the year.
What WE need from YOU when experiencing problems

• Please have your IAS card with you when picking up books.

• If you are having problems with using a database or resource offered by Princeton University Library, please use AppointmentPlus and Zoom to reach out to us or email! Access to these resources *should be* seamless via the wired IAS network, through Eduroam, or via OpenVPN.
Frequently Asked Questions

How do I request an interlibrary loan or use the Princeton University Library Firestone and Lewis Library Services?

We have forms up on our website. When you fill in the forms for interlibrary loan or for our Princeton University Library Firestone Service and Lewis Courier Service, you will receive a copy of your request for your files.

How do I reserve a library scanner for use?

Please make a reservation to use it via AppointmentPlus, or contact the librarians tucker@ias.edu and emoore@ias.edu for assistance, should you not have access to the reservation system.
Frequently Asked Questions

How do I obtain a Princeton University NetID for use with accessing ebooks and other resources?

Please fill in our NetID request form. We will in turn send your request to our contacts at Princeton University Libraries.

How do I access a library at Princeton University?

For current information regarding closures and services, please see https://library.princeton.edu/ and https://library.princeton.edu/hours

May I also use Princeton Theological Library?

Not at this time due to pandemic restrictions, but otherwise yes, when circumstances allow - check https://library.ptsem.edu/
Further questions?

My questions are not answered by this documentation, where do I turn?

We have more information on our website: https://library.ias.edu.hs and https://library.ias.edu.hs/about

Our staff listing is at https://library.ias.edu/staff

Reach out to us...a short conversation often saves lots of time and frustration!
Stay Frosty and Flexible

In the months to come, some changes you may see include:

- Changes in our Princeton University Library related services as their policies evolve
- Additional adjustment of library layout and furniture
- Refinement of pickup and interlibrary loan services
- New signage according to changing guidelines