

Return-to-Campus Guide



Institute Libraries



IAS

INSTITUTE FOR
ADVANCED STUDY

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 contactless pickup.
- 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.
- We offer library access by appointment in order to keep numbers down.

HSLib AppointmentPlus <https://book.appointment-plus.com/chte2q9v/>

MNLib AppointmentPlus <https://book.appointment-plus.com/chte7lsq/>

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 email or AppointmentPlus and Zoom to reach out to us! 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



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 contacts at Princeton University Libraries. New this year, they will create a card for you which will allow you to enter their libraries. [A second form will ask for additional information needed, but needs to be filled out once you have your NetID.](#)



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>,
<https://library.ias.edu/hs/about> and <https://library.ias.edu/mn>

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