This part of the tutorial will cover Library Policies and Services and hopefully answer any questions you may have about the use of the library.

The library is located in Building 101 on the VA campus at 6311 Garners Ferry Road.

The library consists of two levels. The computer terminals and books are on the first level. Print journals, group study rooms, and study carrels are on the second level.

The library web site provides access to a variety of electronic resources:

* Over 1,200 E-Books
* Over 178,000 E-Journals
* Over 90 Databases
* Online catalog

The Library offers a FAQs section, which you can use to find answers to common library-related questions. **Select the blue FAQs box now**.

You can search our Frequently Asked Questions or browse by topic.

Interlibrary Loan   
If biomedical materials are not available locally they can be retrieved through our Interlibrary Loan service known as ILL Express! This is a rapid process. We can quickly obtain copies of articles in both print and electronic formats, usually within one to three days. For book requests, please allow for at least one week. Journal article requests are free (with a limit of ten active requests at a time). Book requests are $5.00 per item.

To access the Interlibrary Loan system, **select the black Interlibrary Loan box**.

Selecting Interlibrary Loan...

You will be taken to a page outlining the pricing and policies of using Interlibrary Loan. To log in to your ILL account, you would select the **ILL Express! Log In button**.

Selecting ILL Express! Log In...

Next, select **"Medical"** from the drop-down menu from the Select Campus drop-down menu.

Next, you will be prompted to login.

You need to use your UofSC network credentials to login. If you do not know your UofSC network credentials, please look at THIS FAQ: <https://uscm.libanswers.com/faq/326843>.

Selecting **Login**...

You’ll be taken to your ILL Express! account, where you’ll be prompted to fill out a registration form.

Once you fill out the registration form, you will have the option of requesting articles, books, and more.

Reference Services

Please use our Reference Services if you need help using a database, finding an article, etc. We are here to help you. Librarians are available from 8:30 a.m. until 4:00 p.m. to assist you. There are no Reference Librarians on duty in the evenings or on weekends. At any time, the Circulation staff will help you if possible.  
Reference Services: 803-216-3213

You can also click the blue Chat box that appears on the right side of all of our web pages to chat with a librarian.

We also answer questions via email. Using the black toolbar, you would select Help then Ask A Librarian.

Selecting Ask A Librarian...

Just fill in the online reference form with as much information as you can, and a Reference Librarian will contact you.

On the Ask A Librarian page we also include links to a Literature Search Request form and an Access Problems form.

Subject Guides are another library service. **Select the garnet Subject Guides box below**.

Subject Guides are customized portals to our resources by subject, such as Anatomy and Pediatrics.

Let’s take a look at the Cell Biology Subject Guide.

Selecting Cell Biology...

The Cell Biology subject guide appears.

There is a Library Liaison for most subject guides. Their contact information appears on the right side of each subject guide so you can contact them directly with questions.

Your Library Liaison can help you with:

Group or one-on-one instruction

Database and literature searching

Answering reference questions

Locating full text materials

Advice on library services and policies

Use the tabs at the top of the page to navigate to the different areas of the subject guide.

Under the Journals tab, you’ll find links to the top journals, as well as information about accessing the library’s resources remotely.

The Books tab includes links to relevant e-books. It also includes tips for finding print books in our collection.

On the Databases page, we have selected databases for finding cell biology articles.

You’ll also find a link to our E-Journals database, the best tool to use when you are trying to access the full text of a journal citation.

The Internet Resources page includes links to professional organizations, RSS feeds from MedWorm, and other helpful web sites.

The last page for this particular subject guide is the Clinical Trials page, which includes links to clinical trial information at the local, state, and national level.

The library also offers a variety of instructional services. To learn more, you would select Services then Instructional Services from the black menu at the top of each web page.

Selecting Instructional Services...

Librarians are available to teach course integrated sessions or assist with research assignments. We also partner with faculty to develop online tutorials.

From this page, you can also link to the list of Library Classes or Webinars.

Let’s take a look at the list of On-Demand Presentations.

Selecting On-Demand Presentations...

The On-Demand Presentations page lists topics you can request for individual consultations, departmental meetings, or journal clubs.

This module provided an overview of our services and policies. Please contact us if you have additional questions.

The contact information for the library is available at the bottom of every web page.

We hope this tutorial was helpful to you.

[Tutorial evaluation link](https://uscmed.sc.libguides.com/tutorialevaluation)

If you have any questions or comments, please contact:

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