Things Graduates Can Do at the Library

1. **Ask a librarian (RD)**
   For research help, library materials and tours. In person, phone, email or live chat

2. **Borrow books and other library items (CD)**
   - Books: 1 Semester for PhD students, limit: 50 items
     8 weeks for graduates, limit: 25 items
   - **Renewal**, in person or online using My Account in the Library Catalog
   - **Overdue fines**, $1.00 fine per day

3. **Find resources in the libraries (RD)**
   Visit [www.aub.edu.lb/ulibraries > Catalog](http://www.aub.edu.lb/ulibraries)
   Search for books, journals, encyclopedias, atlases, DVDs, theses, manuscripts, and more

4. **Find and access e-resources (RD)**
   Visit [www.aub.edu.lb/ulibraries > SearchAll](http://www.aub.edu.lb/ulibraries)
   **Databases** (multidisciplinary and specialized), **E-Journals**, **E-Books** & **E-Reference**

5. **Take a one-on-one library instruction session**
   - Learn how to locate and cite resources in your subject area **(ISD)**
   - Learn how to format and submit your thesis **(ASC)**

6. **Archives & Special Collections (ASC)**
   Historical, rare and unique items (manuscripts, maps, photographs, postcards, posters, journals, etc.)

7. **Order articles not available in the library collections (DDS, Library Forms)**
   Fill e-form to order it through the Document Delivery Services

8. **Order a book or any library item not in the library**
   Fill e-form [www.aub.edu.lb/ulibraries](http://www.aub.edu.lb/ulibraries) to order it through the Acquisitions Department **(AD, Library Forms)**

9. **Organize and cite your sources (ISD)**
   Use a citation management tool: **RefWorks, Endnote Web**

10. **Read and study** **(ASC, PRR, RD, 1st floor)**
    Total silent and quiet study rooms, Graduate Reading Room, carrel desks for thesis writers **(fill e-form to reserve a carrel)**

### Jafet Library hours

**Fall & Spring Semesters**
- Monday - Friday: 7:30am - Midnight
- Saturday: 8am – 8pm
- Sunday: Noon - Midnight

**Summer Semester**
- Monday - Friday: 7:30am - 9pm
- Saturday: 8am – 8pm
- Sunday: Closed

**Reading Periods 24/7**
SERVICES FOR Graduates

ASC Archives and Special Collections Department, basement, asc@aub.edu.lb, ext. 2609/10/35
AD Acquisitions Department, acquis@aub.edu.lb, ext. 2628, 2615/16
CD Circulation Desk, main entrance, libcirc@aub.edu.lb, ext. 2618
DDS Document Delivery Services, main floor, dds@aub.edu.lb  Ext. 2619
ISD Information Services Department, main floor, libinfo@aub.edu.lb, ext. 2629/2659
PRR Periodicals Reading Room, basement
RD Reference Desk, Reference Department, main floor, jtref@aub.edu.lb, ext. 2620/2621