

NJIT Barbara and Leonard Littman Architecture Library  
*Getting Started for Students /Fall 2009*  
<http://archlib.njit.edu>

**Q: Where is the Architecture Library?**

A: The Barbara & Leonard Littman Architecture Library is located in room 456 on the fourth floor of Weston Hall. Weston Hall is number **20** on this NJIT campus map, found at:  
<http://archlib.njit.edu/aboutus/directions/campusmap.php>



**Q: What can I access at the Architecture Library?**

A: Library has more than 21,000 books, over 70,000 slides, collections of print journals, maps, and videos. In addition you can get access to electronic databases, journals and newspapers, the catalog of NJIT's print materials, as well as collection of links to numerous information sources on the web. Hours, policies, and procedures, staff contacts, how-to's, subject guides and more information is also posted on our website.

**Q: Where can I get more information on the Architecture Library?**

A: Please take the time to visit our website at <http://archlib.njit.edu/>. There you can search the NJIT Libraries' merged catalog, read our current newsletter, or learn about current news. Virtual tour of the library <http://library2.njit.edu/tour> provides useful information about its services and collections.

**Q: How can I get access and training on the library online journals, databases, and catalog?**

A: Call or e-mail either Maya Gervits or Jessica O'Donnell to sign up for an orientation session (see contact information below). Access to our online resources is available anywhere on or off campus from a networked PC. We also have online tutorials available in the "How To..." section <http://archlib.njit.edu/articles/tutorials.php> of our website.

**Q: What are the Architecture Library's regular semester hours?**

A: During the Fall and Spring semesters, the hours are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 – 8:15	8:00 – 8:15	8:00 – 8:15	8:00 – 8:15	8:00 – 5:45	12:00 – 5:45	1:00 – 6:45

\*\*Doors lock at 15 minutes to the hour; the library closes on the hour\*\*

**Q: How do I borrow books?**

A: Any person holding a valid NJIT ID card may borrow materials from the library. Applications to obtain the required barcode are available at the circulation desk, and are usually processed on site.

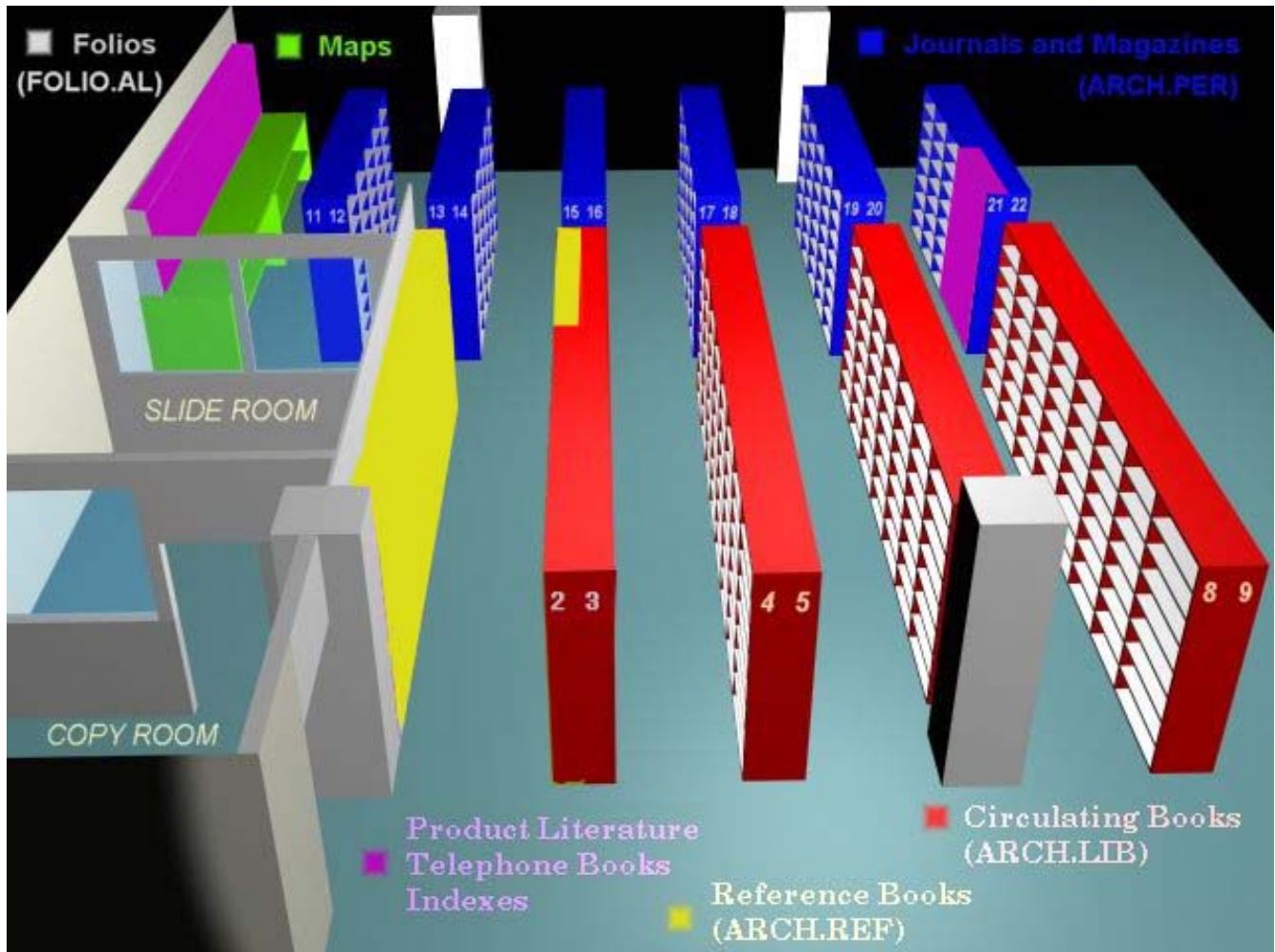
**Q: What if I need an article in a journal that is not owned by an NJIT library?**

A: The library has reciprocal privileges with Rutgers – Newark, and a number of other New Jersey libraries. You can also request the article through Interlibrary Loan, online at <http://archlib.njit.edu/borrowing/index.php> This service usually takes up to two or three weeks.

**Q: What will I find in the Architecture Library besides books and journals?**

A: You'll find computers, six flatbed scanners, one slide scanner, one large format scanner, two black and white photocopiers, three printers, digital cameras, and much more. Please see our website for more information: <http://archlib.njit.edu/aboutus/index.php> and <http://archlib.njit.edu/collections/index.php>

Here's a map of the collections in the Architecture Library:



**Q: How many books may I check out at one time, and how long may I keep them?**

A: There is a **10 book limit** for all members of the NJIT community. Borrowing periods vary depending on the material, but most frequently the lending period is 28 days. You can renew your books online; you can place a hold if a book is checked out. Please be aware that if someone else is interested in the book you've borrowed, they may place a "recall" on it. You will be notified by email if this happens. Here's a link to the NJIT borrowing policies <http://archlib.njit.edu/services/policies/circulation.php>

**Q: How can I access the online journals and databases from off-campus?**

A: The main library website gives detailed instructions on how to set up your computer to be able to access our databases remotely: <http://library.njit.edu/remote-access>

**Q: What is the Avery Index and how do I use it?**

A: The Avery Index is a database that provides a "comprehensive listing of journal articles published worldwide on architecture and design, archaeology, city planning, interior design, and historic preservation." There are instructions and tips for finding and citing articles on our website under the "How To" heading: [http://archlib.njit.edu/docs/findandcitearticles\\_coad.pdf](http://archlib.njit.edu/docs/findandcitearticles_coad.pdf)

**Q: What is the ArchLib Image Database and how do I use it?**

A: The Architecture Library Image Database <http://library2.njit.edu/apps/archlib-image-database/search.cfm> can be accessed from our home page, and provides over 14,000 digitized images from our slide collection and other sources. The easily accessible electronic format makes the database useful for studying architectural history, for class presentations, and other purposes.

Image database search screen - Microsoft Internet Explorer

Address: <http://library1.njit.edu/archlib/apps/images/search.cfm>

### NJIT Architecture Library image database






11,141 images in database as of Wed, Jun 27, 2007

Search for  in   [Help](#) [Generate PURL](#) [Feedback](#)

Search with:  images on or  images off

1,000 hits for « AA » in imagefile field(s)

[next 50 images](#) ➔

Num	Image <a href="#">off</a>   <a href="#">sma</a>   <a href="#">med</a>   <a href="#">lar</a>   <a href="#">full</a>	Project info	ImageCode
1.		CREATOR: <a href="#">Aalto, Alvar (1898-1976)</a> PROJECT: <a href="#">chair</a> LOCATION: <a href="#">not identified</a> DATE: not identified VIEW: photo COPYRIGHT: SOURCE:	AA-919 <a href="#">Report an error with this image</a>
2.		CREATOR: <a href="#">Aalto, Alvar (1898-1976)</a> PROJECT: <a href="#">Municipal Public Library</a> LOCATION: <a href="#">Finland, Viipuri (now Russia)</a> DATE: 1927-1935 VIEW: arial photograph COPYRIGHT: SOURCE:	AA-912 <a href="#">Report an error with this image</a>
3.		CREATOR: <a href="#">Aalto, Alvar (1898-1976)</a> PROJECT: <a href="#">Municipal Public Library</a> LOCATION: <a href="#">Finland, Viipuri (now Russia)</a> DATE: 1927-1935 VIEW: auditorium COPYRIGHT: SOURCE:	AA-916 <a href="#">Report an error with this image</a>
4.		CREATOR: <a href="#">Aalto, Alvar (1898-1976)</a> PROJECT: <a href="#">Municipal Public Library</a> LOCATION: <a href="#">Finland, Viipuri (now Russia)</a> DATE: 1927-1935 VIEW: auditorium COPYRIGHT: SOURCE:	AA-917 <a href="#">Report an error with this image</a>
5.		CREATOR: <a href="#">Aalto, Alvar (1898-1976)</a> PROJECT: <a href="#">Municipal Public Library</a> LOCATION: <a href="#">Finland, Viipuri (now Russia)</a>	AA-918 <a href="#">Report an error with this image</a>

Start | Inbox - Microsoft Outlook | Image database sear... | aboutus | 07archlibguide - Microsof... | Local intranet | 10:25 AM

**Q: Whom should I contact when I need library assistance, or to make a complaint or suggestion?**

A: You can speak with an available librarian at the reference desk, or you may contact:



Maya Gervits  
Architecture Library Director

- Phone: 973-642-4390
- Email: [maya.gervits@njit.edu](mailto:maya.gervits@njit.edu)
- Masters in Library and Information Studies
- Ph.D. Art and Architectural History

- Maya's Hours

M – F: 8:00 – 4:00



Cherron Bradshaw  
Library Assistant I

- Phone: 973-596-5755
- Email: [CherronB@njit.edu](mailto:CherronB@njit.edu)
- BA in Psychology
- Certification in Training Program for Library Assistants in Academic and Research Libraries.

- Cherron's Hours

M – Th: 10:00 – 6:00

Sun – 10:00 – 6:00 (@Van Houten)



Jessica O'Donnell  
Architecture Library Specialist

- Phone: 973-596-5755
- Email: [Jessica.I.odonnell@njit.edu](mailto:Jessica.I.odonnell@njit.edu)
- BA in Art History
- Master of Science in History of Art
- Master of Library Science

- Jessica's Hours

M-Th: 12:30 – 8:30

F: 10:00 – 6:00