Welcome to the Lloyd Sealy Library at John Jay College!

You may be brand new to the college or to CUNY, or perhaps you’ve been here for a bit and have yet to venture into the library (physically or virtually), or perhaps you were an undergraduate at John Jay and it was long enough go that everything – from the addition of a whole new building to the ubiquity of computers – that you barely recognize the place. No matter what your circumstances, you can always benefit from visiting the library (virtually is fine, but we’d love to meet you in person). Your graduate level research will benefit, too. The library gives you access to materials that you won’t find freely available on the Internet, so take advantage of one of the greatest perks of your graduate student status. The following pages will provide an overview of the resources available to you. If you have questions about any of it, check on the back page for the many ways that you can ask. While I am the designated liaison to Graduate Studies, all of my colleagues in the library are here to assist you with any aspect of your research. We’re located in Haaren Hall and the entrance is on the first floor, just beneath the escalators. We wish you luck in your studies and look forward to meeting you. —Prof. Kathleen Collins

Did you know?

A valid CUNY ID card gives you access to and borrowing privileges at nearly all 31 CUNY libraries. That means you have study spots in all 5 boroughs and access to 6+ million books! Plus, if there’s a book at another CUNY library that you need, you can request it to be delivered to John Jay for you. Take advantage of CUNY’s libraries!
Library spaces

The Library has plenty of study space available to you: personal carrels, big group tables, a computer lab, quiet zones, and five reservable group study rooms. Take a walk around and find your study spots.

Niederhoffer Lounge  Law Reference Area

Group study room  Reserve Room Lab

Silent Study Area South
Research guidance

Department liaisons
Liaisons aim to foster a working relationship between the Library and each of John Jay’s other academic departments and programs. Contact your department’s liaison for research assistance. See the listing on our website’s faculty & staff page.

Reference Desk
John Jay librarians are at the Reference Desk on the library’s upper floor every hour the Lloyd Sealy Library is open. We are glad to provide research help to you, whether it’s finding a book, locating a dataset relevant to your studies, or ascertaining the credibility of a source. And of course, you can always call, text, chat, and email us.

Research guides
These are librarian-curated guides to academic research: the best resources, databases, and strategies for specific subject areas, courses, and topics. We cover topics from addiction studies to white collar crime and everything in between. Find them at guides.lib.jjay.cuny.edu.

Prof. Jeffrey Kroessler, Librarian
Books

Borrowing books from the Library is free! Master’s degree students can borrow books for 6 weeks, and Ph.D. students can borrow books for 8 weeks. Overdue fines are 25¢ per day. You’ll get an email alert regarding upcoming due dates, and you can renew your borrowed books online.

Ask at the Circulation Desk (at entrance) for a Library barcode to stick on the back of your ID card. This will let you take out books from John Jay’s Library—and other CUNY libraries, too.

Finding books

Search for a title or topic in OneSearch using the main search box on the Library’s website. If the Library has the book, it will be listed with a section and call number in OneSearch, like this:

![Available at John Jay Reserve Room - 3-hour loan (JC578.R38 1999b)]

Reserve Room: request it from the Reserve Desk and use it in-library for a limited time.

Stacks: find the book yourself and check it out to take home.

All other sections: find it yourself and use it in-library for as long as you like.

Ebooks

Instead of a section and call number, some books have a “Full text online” link. These are ebooks, which you can read online anywhere! Some ebooks allow you to download chapters to read offline.

Borrowing from other CUNY libraries

Need a book that is not available in John Jay’s library, but might be at another CUNY library? Search all CUNY libraries by selecting the “All CUNY” option in OneSearch. Pick up the book in person or simply request it online. When you request a book, it will be delivered to John Jay and held under your name at our front desk. Most books arrive in 3–5 days. You will be notified when they arrive by email.

Interlibrary loan (ILL)

Use ILL to request books, articles, book chapters, dissertations and media items owned by libraries outside of CUNY. Find the ILL link on the Library website to get started. Digital materials that you request can be downloaded through your online ILL account. Print materials that you request will be held for you at the Reference Desk (Library upper level). You’ll get an email notification when these are ready.
Logging into the Library

With your logins, you have off-campus access to online library resources, including millions of articles, ebooks, videos, and more. You can access JSTOR, Nexus Uni, PsycINFO, and hundreds of other databases off-campus.

**Library login**

Example username: firstname.lastname (username & password are the same as for your John Jay email).

To view ebooks, videos, articles, and most library databases, you will be asked to log in with your John Jay username and password—the same as for your John Jay email address.

**Library barcode login**

Example username from the sticker on the back of your John Jay ID card: 21699123456789 (password is the same number).

A library barcode number can be used as an *optional* OneSearch login, but this is not required to search or download full-text online resources. The barcode login unlocks some OneSearch features, like “pinning” articles to read later and requesting CUNY library books not owned by John Jay. The barcode sticker lets you check out printed books and renew them online.

Barcodes are given out upon request. To get a barcode, go to the Library and ask at the Circulation Desk (front desk). They will put a barcode sticker on the back of your John Jay ID card. If you are a student in a John Jay Online degree program, you can request it online (see [lib.jjay.cuny.edu/barcode](http://lib.jjay.cuny.edu/barcode)).
Databases

A database is a searchable collection of things. In the context of an academic library, a database is a searchable collection of articles, books, newspapers, videos, statistics, and other information sources.

How to search a database

These general directions are useful for almost all library databases.

1. **Start at the Library website**, lib.jjay.cuny.edu

2. **Pick your database.** OneSearch is the default database, but you might choose one better suited for your needs—see our recommendations on the next page. If you’re accessing a database off-campus, you’ll be asked to log in.

3. **Search for your topic or a title.** If you’re looking for sources related to a topic, break it down into keywords. Put in 2 or 3 keywords to start, rather than a whole sentence. **Mix & match keywords** related to your topic in multiple searches.
   
   Example: You’re looking for sources to help you answer the research question, *How does the use of emoji affect how people communicate?* You might try searching first for two keywords, *emoji* and *communicate*. Then mix & match keywords that are synonyms and related words, like *emoticons* and *texting*.

4. **Skim the full first page of results.** Unlike Google, database research is for questions that don’t have easy answers. So an article that might be relevant for your research might not be at the top of the page.

5. Optional but recommended: **Use filters!** On the left or right side of the page, you’ll likely see ways to narrow down your search results. If your professor asks for peer-reviewed/scholarly articles, use that filter. If you want to see articles about your topic by people who study physics, use the subject filter.

Recommended databases →
Popular databases

OneSearch searches many databases at once. It’s most useful when you take advantage of the filters on the side of the screen.

Academic Search Complete (Ebsco) is a good place to start basic research. It has scholarly & magazine articles on a range of topics.

Criminal Justice Periodical Index is a specialized database containing scholarly articles, dissertations, and other academic sources.

Gale Virtual Reference Library has encyclopedia articles (topic overviews). It’s like an academic version of Wikipedia.

Google Scholar crawls the content of publishers’ websites, scholarly journals, and institutional repositories to find scholarly information. Enter through the library’s website so that you will be linked to articles that you can access for free through the library.

JSTOR offers hundreds of significant scholarly journals.

Nexis Uni contains news, business, and legal sources, including case law and law reviews.

PsycInfo is the most comprehensive index and access to materials in psychology articles and books.

Web of Science searches social science, natural science, arts, and humanities scholarly output.

WorldCat is a catalog that searches the collections of libraries around the world. It includes books, media, manuscripts, and other formats. This is a good way to find out if a nearby non-CUNY library has an item you need.

You can browse our 200+ databases by subject, too. We’ve recommended databases for areas of study from Africana Studies to Security Management. Ask your professors—and John Jay librarians!—which databases they recommend for your research.
Citation

Guides to APA, MLA, and more
See an overview with templates, examples, and links at our Citing Sources guide. Shortlink: jjay.cc/citeguide

Manage citations with RefWorks
RefWorks is a web app (technically a web-based bibliographic citation management service) that is useful for tracking citations, generating bibliographies, citing sources in papers, and organizing your research. RefWorks is provided to you for free by the Sealy Library through the student technology fee.

RefWorks allows you to:
• Create your own collections of citations on the web, available anywhere, anytime
• Export citations from within a database, including OneSearch
• Generate bibliographies effortlessly in APA and many other bibliographic styles (MLA, Chicago, Turabian, etc.)

To create your RefWorks account, see our RefWorks guide or go to shortlink jjay.cc/ref
Printing, scanning, & copying

Where can I print?
Printers are available in the Reserve Room Lab on the 1st floor and near the computers on the library’s 2nd floor.

How much does it cost?
$0.05 per single-sided black/white page
$0.07 per double-sided black/white page
$0.25 per color page

Each current John Jay student is given a $15 credit at the beginning of the semester to use for printing. To add more money to your printing account, use the machine in the Reserve Room.

How do I print?
After you choose to print your document on your computer, you’ll be asked to log in using your John Jay email account credentials. Then head to the printer, log in with the same JJ credentials at the Release Station nearby, and select Print for the document you want to print out.

Wifi printing from a laptop
Follow the instructions available at jjay.cc/wifiprint to upload your file and begin to send it to print at any EZ print location on campus.

The EZ Print Center and EZ Print Stations are areas with high-speed laser printers to provide students with convenient access to printing services. They are located in the Library’s lobby, Haaren Hall 2nd floor, and the Westport buildings.

Scanning
Scanners are located in the Reserve Room downstairs, as well as upstairs near the Law Reference section. Scanning is free!

Note that you should never scan or copy a complete book, since that may be copyright infringement (see our guide on copyright at jjay.cc/scanning).

Photocopying
Photocopiers are available in the back of the Reserve Room on the lower level and in multiple locations on the second floor. Photocopying costs $0.15 per page.
More free goodies

**New York Times digital subscription**
Thanks to the efforts of the CUNY libraries, complimentary access to The New York Times digital edition is now available to anyone with a valid cuny.edu email address. This includes access to nytimes.com and the New York Times app! You can renew this subscription yearly as long as you are at CUNY.

Go to [nytimes.com/passes](http://nytimes.com/passes) to get your account today!

**Wall Street Journal digital subscription**
Thanks to the efforts of the CUNY libraries, complimentary access to the Wall Street Journal digital edition is now available to anyone with a valid cuny.edu email address. This includes access to wsj.com and the WSJ app! You can renew this subscription yearly as long as you are at CUNY.

Sign up for your account today! Shortlink: [jjay.cc/wsj](http://jjay.cc/wsj)

**Streaming videos**
You can stream documentaries, art films, foreign movies, and more through the Library. Search OneSearch to find a specific film, or browse in these databases:

- **AVON** (Academic Video Online): Documentaries, interviews, and thousands of award-winning films.
- **Docuseek2**: Over 800 documentaries on a wide range of topics.
- **Kanopy**: Over 200 documentaries and feature films. (You can access even more through NYPL!)

For even more videos, including instructional videos, see our video collections listing on our website.
Ask a Librarian

John Jay librarians are glad to provide research assistance to students, faculty, and visiting researchers. We are happy to help you!

Visit us in person
Come by the Reference Desk on the upper floor of the Library. Reference librarians are available to answer questions every hour the Lloyd Sealy Library is open (during regular hours).

Email us at LibRef@jjay.cuny.edu
We’ll get back to you as soon as we can, usually within one business day. The more info you give us, the better we will be able to help you.

Call us at (212) 237-8246
Phone service is available during library hours.

Chat with us on the library website
Chat is usually available Monday through Thursday from 11am–5pm when the Library is open during the fall & spring semesters. Chat reference is always staffed by a John Jay librarian!

Text us at (917) 746-6391
Usually available 11-5, M-Th when Library is open during the fall & spring semesters.

One-on-one consultations: Do you have a detailed research question and need guidance? Are you encountering obstacles in your research? Consider booking a 30-minute consultation with a John Jay librarian, offered during limited times during the semester. Shortlink: jjay.cc/consultation