

Clapp Library – What every first year should know!

General info

- Wellesley also has [Science](#) (Science Center), [Art](#), and [Music](#) Libraries (in Jewett)
- When you enter the main door of Clapp, you are on the 2nd floor.
- Clapp Library is completely wireless!
- Please be considerate and use your cell phones only in the stairwells!
- Your ID number (6010...) is also the number you use for Interlibrary Loan (NExpress) and off-campus access to [Library databases](#)
- Register for [Interlibrary Loan](#). Go to the [main Library web page](#) and click on Interlibrary Loan.
- Photocopy machines are located on the 1st and 2nd, floors, front of building.
- Water fountains are on every floor, front of building
- Meeting/seminar rooms.
 - Lib 1 = Lib 148 = 1st floor, back of building
 - Lib 3 = Lib 346 = 3rd floor, back of building
 - Lib 258 = 2nd floor, front of building
 - Lib Lec = Lecture Room, 1st floor, back of building
 - Lib Sanger = 2nd floor, back of building, next to the Brackett Reading Room
- Seating areas/study spaces – everywhere! Find your favorite spot!
- Study rooms – 3rd and 4th floors. If the door's unlocked you can use it.
- [How to read a call number](#). A small q or f in front of a call number means the book is a larger size. These are shelved at the end of the regular call numbers on the 1st, 3rd, and 4th floors.

Every staff member, in any Library, is here to help you - just ask!

4th floor

[Archives](#) and [Special Collections](#)

- library catalog records will note Archives and Special Collections locations
- you are encouraged to visit and use these materials
- materials can't be checked out and must be used on site
- Special Collections' hours are Mon. – Fri. 10-noon and 1-5pm
- Archives' hours are Mon. – Fri. 9-noon and 1-5pm

[Book Arts Lab](#) - workshops and classes held periodically - check online

Library material with call numbers of PN to Z, qPN to qZ, or fPN to fZ (literature, language, film, science, medicine, and technology) Most medicine/technology at Science Library.

- you can browse for contemporary fiction in PS
- most videos housed in PN 1997

3rd floor

[PLTC](#) (Pforzheimer Learning and Teaching Center)

- peer tutoring
- help with time management
- help with public speaking
- services for students with disabilities

Library material with call numbers E to PM, qE to qPM, and fE to fPM (North and South American history, geography, anthropology, social sciences, political science, law, education, language and literature.)

2nd floor

Computers for general or research use. Access the [library catalog](#) or our many [databases](#). The library catalog and databases may be accessed from anywhere on campus.

Service Desk - just inside the front door

- check out materials – most books have 28 day loan period; most movies have a 7 day loan period
- has pencil sharpener, stapler, 3 hole punch, etc.
- pick up materials you put on hold
- pick up material you requested through Interlibrary Loan and NExpress

Computing Help Desk – diagonal from the front door, glass walls

- call X7777 or walk-in, 8:30am - 4:30pm, Mon.-Fri.
- help connecting your computer to the Wellesley network
- questions on college-owned software
- general computer help in support of academic work

Reference Desk – in the room with the portraits. Ask here for research help! We love to get questions! Feel free to use [AskUs](#), our email reference service.

[Reference materials](#) – great for background information on a topic!

[Government documents](#), both federal and international - orange stack end labels, not white
Brackett Reading Room – behind the fireplace in the reference room

- Current scholarly and popular periodicals – back issues at call numbers noted on shelves.
- In the library catalog, click on “Latest received”. “Arrived” issues are in the Reading Room; “bound” issues are at the call number.
- Current issues of newspapers
- Popular books collection, including travel books and graphic novels
- Bestsellers collection

1st floor

[Knapp Center](#)

- borrow equipment (laptops, video cameras, audio recorders, sound systems).

Reservations strongly recommended!

- microform station – read, print, or convert to pdf from microfilm or microfiche
- plotter to print posters (2nd plotter in Science Library). Reservations strongly

recommended! \$7.00 fee per linear foot for all use.

- color printer – \$.25 per page for all use (also in Science Library)
- watch foreign films
- add video clips to your presentations
- scan documents (Knapp has flatbed and slide scanners; large format scanners at

Science Library)

- check out library material
- Multimedia Project Specialists Sun.-Thurs., 8-midnight; Fri. 5:30-7:00pm

Classroom with computers can be used for quiet work when not reserved for classes.

Reserve reading – on open shelves, use within the library or check out for 3 hours.

Microfilm/microfiche room – see if you can find it! Library catalog notes location of Clapp microform.

Café – snacks and drinks to keep up that energy level! Watch your favorite show or event on the plasma screen, or hook up your video game. Eat any food here or in the Reading Room (2nd floor).

Lecture Room – campus events are often held here.

Library material with call numbers A to D, qA to qD, and fA to fD (philosophy, psychology (most psychology titles are at the Science Library), religion, world history, and history of Europe, Asia, Africa, - areas outside the Americas.)