

Loan Periods

Books: 28 days

Core textbooks: 2 Hours / Overnight within one hour of closing

Course Reserves: periods vary

Exam Review: 3 days (medical students only)

Reference: Periods vary

Journals: 3 days

Audio Digest tapes: 7 days

Special Collections materials do not circulate

All materials are subject to recall

Study Spaces in Lane

Lane Commons

Reservations: first-come, first-served. Available during normal library hours.

Location: Lower level of Library.

Capacity: 50

Equipment- Audiovisual, wireless network connection, and electrified tables.

Group Study Rooms

Reservations: Sign-up sheets on doors.

Locations: Ground floor by Archives, Main floor in rear of floor.

Capacity: 8 Ground floor, 10 Main floor

Equipment: Audiovisual, wireless network connections, whiteboard and projection area.

Lane Conference Room

First-come, first-served. Available after 6pm.

Wireless Reading Room, main floor

First-come, first-served.

Capacity: 50-75

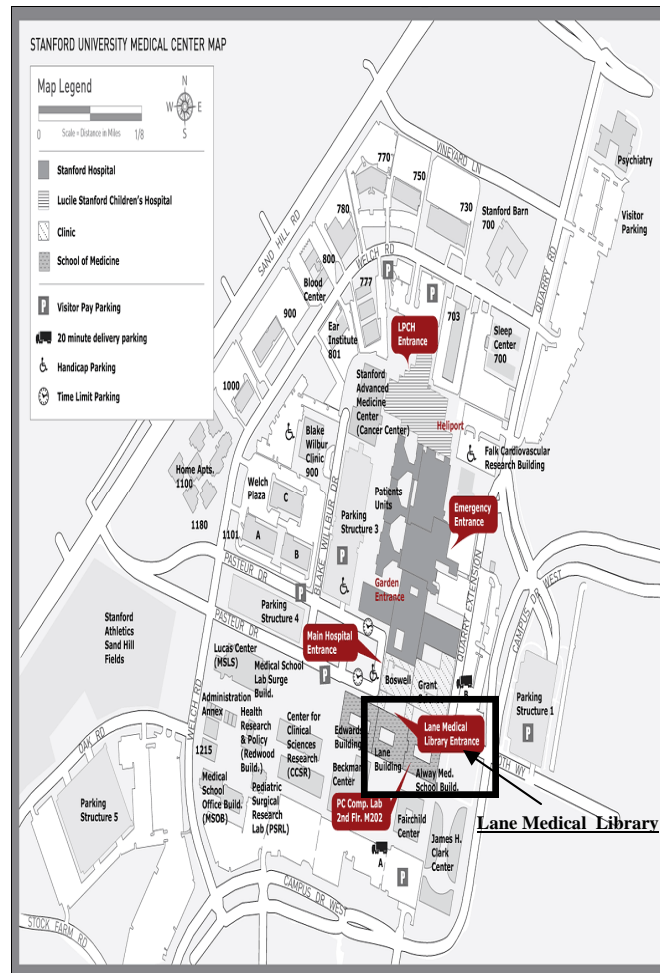
M202 Student 24/7 Study Room

Reservations: First-come, first-served.

Description: Available 24/7 with keycard access for School of Medicine students.

Location: 2nd floor, Alway Building.

Capacity: 9 PCs, 9 Macs, + lounge seating.



laneconnex
KNOWLEDGE MANAGEMENT CENTER

**LANE MEDICAL LIBRARY
STANFORD UNIVERSITY**

300 Pasteur Drive, L109
Stanford, CA 94305

Phone: 650-723-6831
Fax: 650-725-7471

E-mail: LaneAskUs@stanford.edu

Service Desk
(Reference and Circulation)
650-498-7470
Course Reserves
650-723-6832
Library Billing/Fines
650-721-1334

Lane Medical Library Information

Welcome to Lane!



Library Hours

Monday-Thursday:
8:00am-10:00pm
Friday: 8:00am-8:00pm
Saturday 10:00am-8:00pm
Sunday: 12:00pm-12:00am
**exceptions on holidays

LaneConnex, Liaisons, DocXpress

Classes, SUNetID, Reserves

Circulation

LaneConnex, Lane's Library's website, is the clear starting point for finding articles and books, signing up for classes, and more. The website uses a powerful metasearch model to retrieve information simultaneously from numerous sources, including specialty Portals, databases, PubMed, Stanford-generated content, e-books & e-journals, and the Internet. For secure remote access and maximum access to full text, start your searches by clicking on the **LaneConnex** link.

<http://lane.stanford.edu/index.html>

Lane Liaisons Program pairs the subject specialties of individual librarians with departments, institutes, and student groups of SUMC.

<http://lane.stanford.edu/contacts/index.html?loadTab=liaison>

DocXpress (Interlibrary Loan and Document Delivery Services) obtains digital copies of articles or borrows books from other institutions, if Stanford does not own what you need. Register with username and password of your choosing. Start any database search or request from LaneConnex and use the Stanford SFX button with search results for the easiest way to request articles.

<http://lane.stanford.edu/services/docxpress/>

Lane's policies, hours, and more can be found on **LaneConnex** under "Services" and in the library's FAQs section.

Lane Classes and workshops include such topics as searching PubMed, finding who is citing your paper, EndNote, PowerPoint, finding funding for grant proposals, and much more. Sign up online or request customized sessions for your group.

<http://lane.stanford.edu/services/workshops/laneclasses.html>

SUNet ID is required for online access to licensed e-journals, e-books, and other resources, and for using the computers in the library. Check Lane's FAQ for more information on creating your SUNetID.

http://lane.stanford.edu/howto/index.html?id=_127

Course Reserves materials are shelved behind the service desk. Please ask a staff member to retrieve needed items for you. Provide the call number, title, or author for fastest service. Course reserve items must be checked out and are usually due 2 hours after check out. Late fees are usually assessed for overdue materials. No renewals are allowed. To find out what is on reserve for your class, search the Reserves module in Lane's online catalog.

Lost & Found items are logged at the Service Desk and taken to the SHC Security Office.

Renew items via the online catalog (LOIS)

- 1) Click on the "Renew items" link at the top of the screen
- 2) Log in with your SUNetID and password or enter your barcode number and last name. Click on "Login." Your list of charged items appears.
- 3) Mark which items you want to renew and click on "Renew Items". The screen refreshes and the renewal status column shows the new renewal due date for the items selected. A maximum of three renewals are allowed. Occasionally, renewals will not be successful. Should you experience such a problem, please call 650-723-6831, ext.3, or send email to:

lanecirculation@lists.stanford.edu.

Overdue materials and fines:

General Collection - no daily fine
Reserve materials - \$1/hr with no maximum
Lost items - minimum of \$100 each with a non-refundable \$10 processing fee per item.
Recalled materials - \$1 per day per item.
We accept cash, check, credit card (*Visa or Master Card*).

Returned materials should be left in book drops outside the library or curbside between the Clark Center and the Dean's Office.

- Two-hour materials must be returned inside the library to avoid late fees. Do not return two-hour materials in outside book drops.
- In-library use materials should be returned to the Service Desk.