



LIBRARY

Information to End Extinction

Information for new team members

Updated November 26, 2016

Contact:

760-747-8702 x5736

library@sandiegozoo.org

<http://library.sandiegozoo.org>

San Diego Zoo Global Library

Welcome to San Diego Zoo Global (SDZG), and congratulations on your new position! The San Diego Zoo Global Library is open to all employees and volunteers to help provide you with the information you need to excel at what you do here at our organization. This handy guide and FAQ will help you get started using the Library's resources and services, including books, online journals, DVDs, reference and research assistance, and more. **Still have questions? We're here to help! Don't hesitate to contact us via phone, email, or stop by in person.**

General Contact Information

San Diego Zoo Global Library
15600 San Pasqual Valley Rd.
Escondido, CA 92027

Phone: (760) 747-8702 x5736

Email: library@sandiegozoo.org

Website: <http://library.sandiegozoo.org>

SDZG Library Staff



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SDZG Library Overview

The SDZG Library is located on the second floor of the Beckman Center in Escondido. We are open Monday - Friday, 8:00 am - 4:30 pm, but please call ahead to confirm that we are open if you are planning an out-of-the-way visit.

Getting Started:

- [Visit the SDZG Library online](#)

The library website can be accessed from any computer with an internet connection (not just on SDZG networked computers). Learn more about our services and access links to our online catalog, databases, online journals and much more.

- [Library “How To” Guide](#)

This guide is a handy online introduction to our resources and services. A link to this guide can also be found on the Library’s main website.

- **Borrow Books & DVDs**

The Library’s book and DVD collection spans a wide range of subjects, such as species-specific books, horticulture, ecology, wildlife conservation, leadership and management, and more. You can search for and put holds on materials through our [library catalog](#). You can also email requests to library@sandiegozoo.org. We are happy to send books through interoffice mail and our checkout period is 4 weeks.

- **Access to Scholarly Journals & Articles**

The Library subscribes to thousands of online journals, plus a few print. Visit our Journals A-Z list or try [Search Everything](#). It includes links to full-text articles and request forms. If you're interested in a specific journal, search our catalog or A-Z Journals list. You can also request articles by emailing library@sandiegozoo.org. Please note, access to many online journals and databases is limited to on-site (Park, Zoo & ICR) or VPN only.

- **Reference & Research Assistance**

Need help getting started or having trouble finding what you need? Contact us for a brainstorming session. Any member of the library staff can help you with your research needs. Feel free to give us a call / email for help with a quick question or to schedule a time to discuss your project.

- [Animal Fact Sheets](#)

The Library produces research-level animal fact sheets to help you gain in-depth knowledge about particular species. A list of our current fact sheets is linked from the Library’s homepage.

- **Newsletters**

- **Zoo & Conservation News** is a weekly round-up of zoo, aquarium, wildlife conservation, and natural science news. Visit the website or sign up for emails here: <http://paper.li/sdzglibrary/1430504954>.
- **New @ SDZGLibrary** is a monthly announcement of new library books, DVDs, online journals, research tips and tricks, and events. [Sign up](#) to know what's new.

- **Study & Work Space**

Please feel welcome to enjoy the quiet work space, along with wifi, desks, comfortable chairs, meeting space for 4-5 attendees, PC & Mac workstations, and a scanner/printer/copier. Consider this your office away from your office.

- **SDZG Archives**

The Archives and Rare Book Room serves as a repository for our organization's long and storied history. Materials may be accessed under the supervision of the librarians. Contact the Library with any historical questions or interest in donating materials to the collection.

Frequently Asked Questions

Q: Who can use the library?

A: All San Diego Zoo Global employees can use library services, such as checking out materials, requesting research assistance from library staff, or accessing our online journal titles. SDZG volunteers may also request assistance, use the library facilities, and check out materials with the consent of their supervisors.

Q: Where is the library?

A: The Library is located on the second floor of the Beckman Center in Escondido, alongside the Safari Park. Our address is: 15600 San Pasqual Valley Road, Escondido, CA 92027 ([Click for map](#))

Q: When can I visit the library?

A: Normal operating hours are Monday - Friday, 8:00 am - 4:30 pm, but please call ahead to ensure our availability if you plan to make a special trip.

Q: Are food and drinks permitted in the Library?

A: Yes, please feel welcome to enjoy drinks and food in the Library. Exceptions to our liberal food and drink policy include hand-held, messy foods. Also, food and drinks are not allowed when handling items from the Archives.

Q: How can I borrow books and DVDs?

A: All SDZG team members can borrow library materials. To create your library account, all we need is your name, employee ID number, department, email address, and supervisor's name. In order for SDZG volunteers to check out books, the Library must receive consent from a supervisor, along with the volunteers contact information. The checkout period for all circulating library materials is four weeks, with the option to renew.

Q: Can I check out journals? What about books in the Archives?

A: No. Library journals, reference books, and all materials in the Archives may only be used within the Library facility. Archival and rare book room materials may only be used upon consultation with Library staff and with

librarian supervision. We may be able to provide good quality scans of selected pages and sections.

Q: The book I need isn't in the Library catalog. Is there a way to get it?

A: Yes. If we don't have what you need, email library@sandiegozoo.org to request it. We can add the book to our collection, or borrow it from another library. Be sure to include your time line.

Q: The Library is too far for me to visit – can I use library services without going to the Beckman Center?

A: Yes, definitely! Here are ideas for how you can use library services without setting foot in the Library itself:

- Visit the [library website](#) and explore our online resources. Please contact library staff to request a tutorial of any of our online resources.
- Browse the [library book catalog](#) to find books and DVDs.
 - Call or email library staff to set up your library account and to have materials sent to you through interoffice mail or email (when possible). Alternatively, click the *Request Hold* button next to the item in the catalog
- Use [Search Everything](#), then click the *Request from SDZG Library* button or access articles and other information resources online.
- Contact library staff with research questions if you aren't sure how to go about finding the information you need.
- Visit the “mobile library” during our outreach events. The Library holds monthly “office hours” in staff break areas at both the Zoo and Safari Park from 9 am – 1 pm (Zoo) and 11:30 am – 2:30 pm (Park). Watch for announcements in Green Flash, Fresh Tracks, and our [New @ SDZGLibrary](#) newsletter at the beginning of each month.