Introduction

This guide to the Richard P. Welsh Library at NewSchool of Architecture and Design will help you find your way around and familiarize you with our services. The library is a well-stocked academic library with a collection of over 17,000 volumes covering all subjects offered at Newschool. The collection is kept relevant and useful through the annual purchase of more than 500 new titles to support graduate and undergraduate study. We also offer a reference collection, an excellent selection of periodicals, and access to e-resources including ebooks and databases.

The library has continued to grow and develop throughout the life of the school. A recent renovation updated all furniture, fixtures and fittings. Make sure to check out our amazing collection of famous design chairs!

In addition to books and study space, the library offers campus networked computers; scanning, printing, Wi-Fi throughout, outlets for laptops, and space for group and private study.

Mission

The mission of the Richard P. Welsh Library is to support the teaching and research needs of the faculty, students and alumni of the NewSchool of Architecture & Design.

Learning Outcomes

Library users will be able to:

- Locate and access resources utilizing appropriate search strategies within the library and beyond.
- Critically evaluate information sources considering relevance, reliability, and authority.
- Use information ethically and legally assigning credit for the source and ideas utilizing pertinent citation standards.
- Apply discipline-specific research methods to accomplish a particular purpose.
Finding Information

Dewey Decimal Subject Guide

The Dewey Decimal System classifies books and assigns them a number from 0-999 based on subject. Books are shelved in ascending order from left to right. Architecture and Design is found primarily in the 700's, so a large portion of our collection is focused here. This quick subject guide will help you get started looking for what you need. Often simply browsing the shelves in your area of interest can uncover new and useful resources.

- 307 - 308 urban planning
- 343 construction law
- 658.404 project management
- 690 - 699 building and construction
- 700 - 710 art
- 711 urban planning
- 712 - 719 landscape architecture
- 720.1 - 720.108 architectural theory
- 720.2 - 720.284 architectural drawing / modeling
- 720.436 neuroscience for architecture
- 720.47 - 720.473 sustainable architecture
- 720.92 - 720.922 individual architects / firms
- 720.95 - 720.95 specific materials
- 720.92 - 720.95 architectural schools / styles
- 721.044 building typologies
- 722.724 tiny houses
- 725 - 728 graphic design
- 728.370222 interior architecture and design
- 741
- 747
Library Website
From our homepage you can access your account, renew materials, search the library catalog, utilize databases, read library guides, and contact a librarian. The website also has subject guides for everything from homelessness and architecture to portfolio design.

STAX - the library catalog
STAX is the online catalog of the Richard P. Welsh Library where you can search for books quickly and easily. Records contain the status of each book (checked out/available) and the call number to find it on the shelves. STAX is available on or off campus, and you can login to reserve and renew books. It is also available as a mobile website. For more information consult library staff.
Lynda.com

Lynda is a great resource for learning new programs and technology from the comfort of your computer. Enjoy the hundreds of tutorials by signing up. Visit http://www.lynda.com/email-signup and enter your NewSchool email address, you will then receive an email prompting you to create a profile.

Periodicals

The Richard P. Welsh Library subscribes to 42 print and 8 digital periodicals. New issues are displayed at the library entrance. If you have difficulty locating a title please ask library staff. Many additional titles are available electronically through our database subscriptions. For access see the library website.

Databases

Find articles online through our website. Access a full list of our databases.

Thesis

Past graduate and undergraduate theses are available in print in the library. Student work from 2016 and beyond are also available digitally via the library website. You must be signed into the library catalog to view digital thesis.
Using the Collection

Photocopy / Print / Scan

The library has a black and white printer and an overhead scanner for high resolution image capture. Two multi-function copiers, printers and scanners are located in the student lounge. Users are reminded of the restrictions on photocopying which are defined by the Copyright Law of the United States. Details of this law are posted by all copiers.

Fines

Late fines are charged at $0.25 per day, $0.25 per hour for reference and reserve items, $5.00 per day for Thesis books. Overdue notices are emailed to users weekly. Please respond to overdue notices promptly or contact library staff. Failure to pay overdue fines may result in a hold being placed on your account, which can prevent registration and/or graduation.

Borrowing

NewSchool students, faculty, staff and alumni, and members of the San Diego Chapter of the American Institute of Architects (AIA) are automatically granted the following borrowing rights.

<table>
<thead>
<tr>
<th>Type of Item</th>
<th>Borrowing Period</th>
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</thead>
<tbody>
<tr>
<td>Open Shelf Books</td>
<td>3 weeks</td>
</tr>
<tr>
<td>New Books</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Reference / Reserve</td>
<td>2 hours</td>
</tr>
<tr>
<td>DVDs</td>
<td>3 days</td>
</tr>
<tr>
<td>Thesis Books</td>
<td>1 day</td>
</tr>
</tbody>
</table>

Up to 20 items may be borrowed concurrently. Unless requested by another patron, items can be renewed three times. You can renew online via STAX the library catalog, at the library desk, or by contacting library staff.

Returning

Items can be returned at the desk or placed in book drops located at the library desk and just outside the library entrance.

Placing Books on Hold

You can request books that are already on loan to someone else. Holds can be requested online via STAX the library catalog. Alternatively, contact library staff to place a hold. You will be contacted via email to let you know when the book is available. Holds expire after two weeks.
Facilities

The Richard Welsh Library is open to the wider academic community and the general public. All new library users must arrange with library staff to have an introductory tour. Library staff may ask to see your student ID whenever you are in the library, so please keep it safe.

Access

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Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>During Term</th>
<th>Breaks</th>
<th>Closed</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9 am - 9 pm</td>
<td></td>
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<tr>
<td>Friday</td>
<td>9 am - 6:30 pm</td>
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<tr>
<td>Saturday</td>
<td>12 noon - 4 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>12 noon - 6 pm</td>
<td></td>
<td></td>
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</tbody>
</table>

New Year’s Day
Martin Luther King Jr. Day
President’s Day
Memorial Day
Independence Day

Labor Day
Veteran’s Day
Thanksgiving
Day After Thanksgiving
Christmas Day

Students and faculty will be notified of additional closures. Summer term hours are subject to change. Please check with library staff for the schedule.

Library staff notify users 15 minutes prior to closing time. Please be aware of library closing times and be ready to leave.

The Loft Study Space

The loft provides space for group study. The room seats up to 12 people and is available during all regular opening hours. You can reserve the space by contacting library staff.

Desktop / Workspaces / IT Facilities

The library provides 42 workspaces. Outlets are available for laptop use. Seven networked computers are available in the library. WiFi is available throughout the library. Ask library staff for assistance.
Lost & Found

NewSchool’s lost and found is located at the library desk. We keep items locked and secure so if you’ve lost anything, ask at the desk. If we don’t already have it, we’ll contact you if it turns up.

The Lenz Lab

The Lenz Lab is an architectural photo studio available to all NewSchool students and located on the mezzanine at the back of Studio Six. Students can check out the key and a DSLR camera from the library desk for 2 hours. Please treat all equipment respectfully and return the studio to its original condition when you are finished.

Displaying Student Work

We love to display the creative works our students create. If you or your class have models or artifacts to display bring them to the library desk.

Ask a Librarian

Need some help finding resources or defining your research topic? Email us at library@newschoolarch.edu or call (619) 684-8783. We are here to help!