

# USER GUIDE

## Milton S. Eisenhower LIBRARY USER GUIDE

Everything you need to know about the resources available at the library. If you can't find your answers in this guide, just ask the nearest library assistant and they will be sure to point you in the right direction.

### In this guide

- Internet at the Library
- Printing, Copying, Scanning
- Call Number Chart
- Map of the Library

Librarian by Subject - <http://bit.ly/mslibrarians>  
 Ask a Librarian - <http://ask.library.jhu.edu>

Blog - <http://blogs.library.jhu.edu>  
 Email - [asklib@jhu.edu](mailto:asklib@jhu.edu)  
 Phone - 410.516.8335



## PRINTING, COPYING, SCANNING

### Locations of printers/copiers

M-Level	2	Print   Copy
	3	Print   Copy   Scan
A-Level	1	Print   Copy   Scan   Color
B-Level	2	Print   Copy
C-Level	2	Print   Copy
D-Level	2	Print   Copy
Hut	1	Print   Copy

**NOTE** | Print from your laptop using wireless printing. Learn how at <http://bit.ly/laptopprinting>

### Single-sided printing

By default, all print jobs will print on both sides of the paper (Double-sided). To print on one side at a time, do the following:

- Open the "Print" or "Print Setup" in your program (usually found under the File menu);
- Select "MSEPrint on Air" as the printer
- Under "Setup" or "Finishing", choose One-sided or Single-sided printing.

**NOTE** | To print in color, select "MSEL Color A level on AIR" in the Print Settings then print. Once the print job is sent, go to the A-level printer for payment to receive your print.

### Paying for prints/copies

You can pay with either your **J-Card** or a **Print card** that you can obtain from PHIL machines or at the Circulation Desk.

#### PHIL machine info:

- Add money to your J-Card for paying for prints
- Purchase print cards at the machines
- Located on M-level and C-level
- Credit cards only with a \$5 minimum

#### Print card info:

- Use print cards to pay for prints and copies
- Purchase at PHIL machines using credit cards
- Purchase at the Circulation Desk with cash at \$1, \$5, \$10, and \$20 increments
- Print cards cost \$0.75 per card
- Cards can be refilled, but only at PHIL machines

### Cost of prints/copies

Black & white prints = \$0.07 per page  
 Color prints = \$0.60 per page

**NOTE** | Save trees and money by making a PDF instead of printing. Choose PDFCreator as printer from any application that allows printing, and choose PDF as the output format.

### Scanning for free

Scanning is free and available to all JHU affiliates (Faculty, Students, Staff) at the three large devices on M-Level and the A-Level machine. Step-by-step instructions are posted at the machines.



## INTERNET

### Wireless

Two wireless networks are available:

#### "hopkins"

This network is the preferred choice for all JHU affiliates (Faculty, Students, Staff) and has the following advantages:

- **Network Security Features**  
PEAP, WPA-Enterprise, 256 bit encryption
- **High Speed Data Link**  
Available to all internal resources in network

#### "JHGuestnet"

This network is for guests and visitors at any Hopkins Campus and is intended for casual use.

**NOTE** | To connect to the "hopkins" network, please go to: <http://it.jhu.edu/services/network/wireless>

### Wired

If you prefer to use a wired connection, Ethernet cords are available for loan or sale at the Circulation Desk. Ethernet ports are located in Group Study Rooms (see map on reverse).

### First-time users

You will need to register your computer with the Johns Hopkins Address Registration System (JHARS). Open a browser window and follow the instructions on the JHARS page to connect.

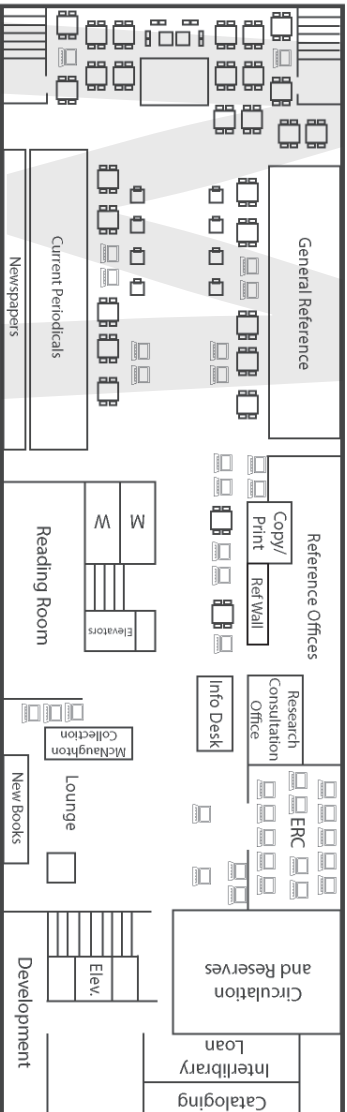
**Help with your wireless setup can be obtained by phone at 410-516-HELP or at the Technology Assistance desk located in room 01A, Garland Hall, Homewood Campus.**



# MAP OF THE LIBRARY

## Subjects & Services By Floor/Level

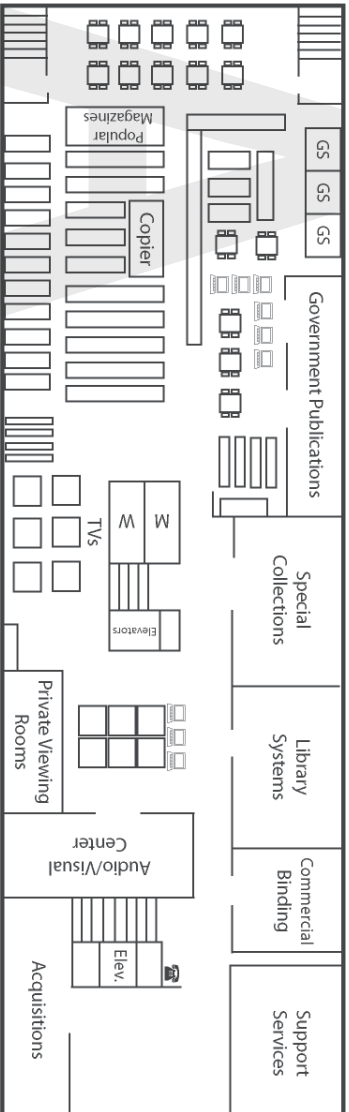
- Subjects
  - Services
- M - Level**  
 Periodicals  
 Newspapers  
 General Reference  
*McNaughton DVDs*  
*Current fiction & non-fiction*  
 Reference Office  
 Info Desk  
*Inter-library Loan*  
*Circulation & Reserves*



- Info Desk*  
*Inter-library Loan*  
*Circulation & Reserves*

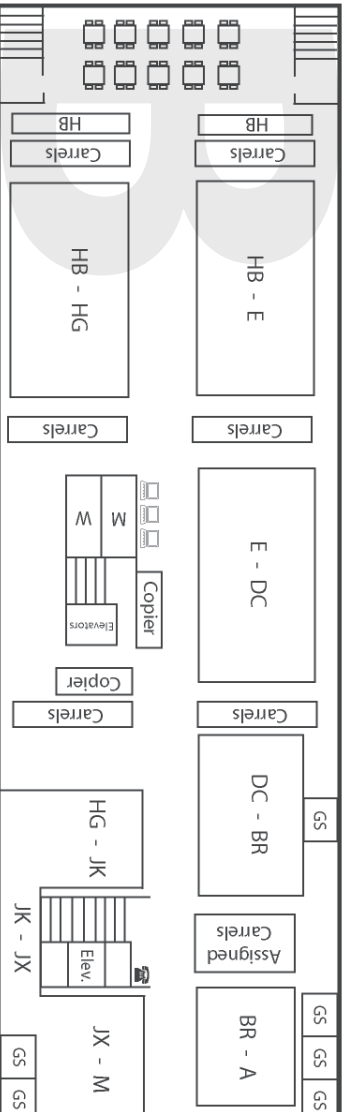
### A - Level

- Law  
 Government Documents  
*Lost & Found*  
*A/V (DVDs, Microfilm)*  
*Special Collections*  
*Commercial Binding*



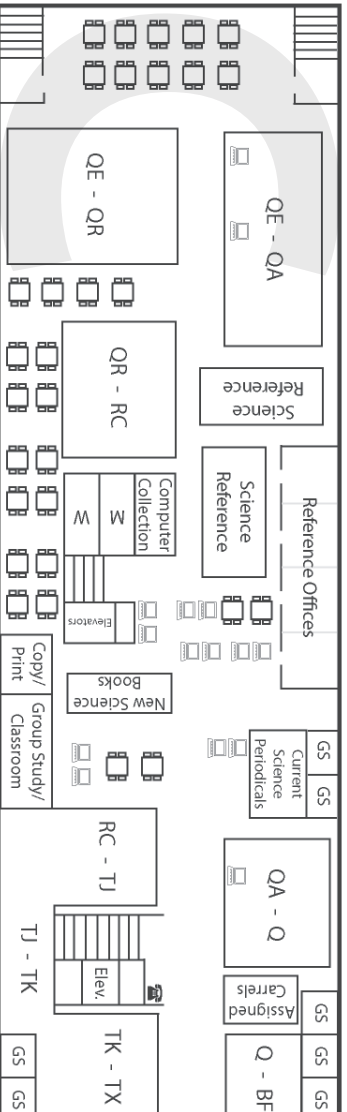
### B - Level

- General Works  
 Philosophy  
 Religion  
 History  
 Geography  
 Anthropology, Recreation  
 Business, Economics  
 Sociology & Statistics  
 Political Science  
 Education  
 Music  
 Technical Reports



### C - Level

- Psychology  
 Physical Geography,  
 Oceanography &  
 Environmental Science  
 Biology, Chemistry  
 Physics  
 Medicine  
 Agriculture  
 Engineering  
 Science Reference
- D - Level**  
 Fine Arts  
 Language & Literatures  
 Military Science  
 Naval Science  
 Library Science  
 Bibliographies



\*level maps are not-to scale

## CALL NUMBER LOCATION CHART

### Call Numbers

		A	B	C	D	E	F	G	H	J	K	L	M	N	P	Q	R	S	T	U	V	Z			
A	B	BF	BH	C	D	E	F	G	GB	GF	H	J	K	L	M	N	P	Q	R	S	T	U	V	Z	
	-							-																	
	BD	BX						GA	GE	GV															
B	B	C	B	B	B	B	B	B	C	B	B	A	B	B	D	D	C	C	C	C	D	D	D	B	A
<b>Floor/Level</b>																									

Rand & Tech Reports  
 SuDoc Numbers