Library Hours

Staffed:
Monday –Friday
8 am - 9 pm

24/7 Swipe Access:
For all students and residents.

Access Resources Anytime:
http://www.amc.edu/students

Schaffer Library of Health Sciences
Albany Medical College
Published June 2015
Check online for updated versions
Welcome to Albany Med!

Inside the Pocket Guide

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Library Contacts

- **Service Desk:** 262-5530  
  loandesk@mail.amc.edu
- **Reference:** 262-5532  
  library@mail.amc.edu
- **Administration:** 262-5586
- **Request It!:** 262-5530  
  RequestIt@mail.amc.edu
- **Thesis Binding:** 262-5539

Other Help Contacts

- **IS Help Desk 24/7:** 262-5000  
  helpdesk@mail.amc.edu
- **AMC Login Support:** 262-5000
- **Student Device Support:** 262-5530
- **Audio-Visual Support:** 262-5530
- **Lenovo Warranty Support:** 1-800-426-7378
- **GME Support:** 262-3593
Library Online Services

Request It!

- Let us find the full text for you.
- Request articles in the Library’s collection or from anywhere, and retrieve them in your Request It! account.
- Go to: http://www.amc.edu/students and click on Request It!

Read it Online

- View eBook content; find one-click searches for student required/recommended books and Specialty eBooks; manage your Library account; find quick links to Library resources and services; locate materials in the physical library location.
- Go to: http://www.amc.edu/students and click on Books.

Suggest a Purchase

- Recommendations for books, journals, multimedia and iPad apps for addition to the collection are welcome.
- Go to: http://www.amc.edu/students and click on the Suggest a Library Purchase link.

Request a Consult or Workshop

- Faculty and staff are available to help with a wide variety of resources that can be found on our websites, including literature searches.
- Group or individual workshops on several topics can also be requested. Go to the AMC Intranet/Academic Tab/Library Homepage and click the Request a Consult or Workshop link.
- Librarians are available 9 am—5 pm, Monday through Friday, or by appointment.

Guest Wireless Internet

- Guest wireless is available throughout the College and most locations at the Medical Center.
- First connect to "AlbanyMedWiFi".
- Open a web browser, read the AMC Internet Services Guidelines and click Accept.
- If you need assistance connecting, please come to the Library and ask for Student Device Support.

Secure Student Wireless Internet

- A secure wireless network is available in the Library, ME building and 16 New Scotland for use during exams.
- Connect to “AlbanyMedStudent” secure wireless by entering your AMC network username and password.
- If you need assistance connecting, please come to the Library and ask for Student Device Support.
AMC Username & Password

Your network username and password are issued and managed by the Information Services (IS) Department. Call the IS Help Desk at 518-262-5000 with questions.

Initial generic password must be changed:

- Go to: https://www.amc.edu/AccountSelfService
- Register and then change your password. If you forget your password or want to change it at any time, return to this URL.
- Your password must be a minimum of 8 characters / Max 254, and contain 3 out of 4 of character types: upper case, lower case, number, or special character (ie. P@ssw0rd!).

Webmail: Microsoft Outlook

AMC will NEVER ask for personal account information by email! Never provide usernames or passwords in reply to email inquiries.

- Go to: http://amcmail.amc.edu. For full functionality, check the box for, "This is a private computer" prior to login. Enter your AMC network username and password. Students receive a 1 GB mailbox size.
- To have AMC email pushed to your smartphone, go to: http://intranet.amc.edu/mobiledeviceenrollment while connected to an AMC network. This service requires adherence to all IS security policies, including complex password and encryption. When you leave AMC or your device is lost or stolen, your device will be restored to factory default settings. Be sure to back up and sync your data regularly!

Get D!bs on a Study Room

AMC students and residents can reserve a Library study room online from anywhere using a desktop computer, laptop, iPad, tablet or smartphone.

To use D!BS, follow these steps:

- Go to: http://amcevanced.info/dibs
- Use the dropdown arrows to select the number of people to use the room, the length of time desired and the time of day. Select the 'Search' button.
- Select your time slot from the list provided.
- Choose a study room from the list provided.
- Register by entering your name and AMC email address. Enter your cell phone number if you wish to receive text confirmation and reminders. *carrier text fees apply if you do not have an unlimited texting plan.
- You've got D!BS. Via email you will receive a confirmation and a reminder 15 minutes before your session begins and another 15 minutes before the session ends.

For D!BS FAQs or to reserve a favorite room go to: http://www.amc.edu/students and click on Get Dibs.
Secure Text Messaging

- Available only to residents and 3rd and 4th year medical students.
- Cureatr is a secure messaging system built for healthcare providers and is sanctioned for use at Albany Med on mobile devices with the Android or iOS operating systems (ie. Samsung Galaxy, iPhone, iPads).
- For access and more information contact your clerkship director or residency director.
- Important: You are responsible when using Cureatr to ensure any pertinent information and images regarding patients is included in the official medical record.

Citation & Bibliographic Software

Get EndNote!

- EndNote is a bibliographic software management tool that allows you to search, organize, and manage your citations.
- Collaborate and share your research with others.
- Download the software from the AMC Intranet/Academic tab/Schaffer Library/Software.
- For support, contact the Library at library@mail.amc.edu or 518-262-5532 to schedule an appointment and learn more.

Secure Online Exam Browsers

- Students will take all exams online using a secure web browser. Login instructions will be provided by the instructor on the day of the exam.
- GEMS is used for non-proctored exams. To access GEMS go to: http://gems.starttest.com
- NBME is used for proctored exams. To access NBME go to: http://wbt.nbme.org/exam
- You should download the secure browser and ensure that it will work on exam day by taking the practice exam.
- No other program can be running on your tablet during the exam, or you will not be able to begin the exam.
- If your personal device isn’t working and needs repair, a limited number of Lenovo tablets are available for loan at the Library on exam days.
Library E-Resources

Find it Fast!

- Resources most frequently used by students and residents. 
  Go to: http://www.amc.edu/students

- Find study aids & case files, required & recommended books, journals, technology help and more.

- Resources are organized by topic for quick searching such as literature, drug resources, diagnosis, point-of-care and psychiatry.

iPad Loan Program

Suggest an App

- If you want to recommend an App or iBook title for the Library, you can **Suggest a Purchase**.

- Go to: http://www.amc.edu/students and click on the **Suggest a Library Purchase** link. Select iPad Apps and fill out the form.

Mobile Medical Resources

- Library subsidized apps include: Clinical Pharmacology, DynaMed, Epocrates, First Consult, STAT!Ref and Visual Dx.

- Many resources have mobile optimized sites for easy access on any device such as UpToDate, Access Medicine and Access Surgery.

- Go to: http://www.amc.edu/students and click on the **Mobile Resources** link on the right hand navigation menu.
iPad Loan Program

General Use/Education

- 14 iPads, iPad Airs and iPad Minis are available to all students and residents for a three day out-of-library loan period.
- There are many iBook titles and curriculum related apps including: 3D Human Anatomy Atlas, Hematology, OneNote, USMLE Step 1, iRead ECGs and iRead Echos.
- iPad and iPhone chargers are also available for loan.

Curriculum/Reserve Titles

- Select iPads have several Inkling interactive eBook titles including: Grant’s Atlas of Anatomy and Bates’ Guide to Physical Examination and History Taking.

- A full list of current iPad resources and apps is available on the For Students and Residents site. Go to: http://www.amc.edu/students and click on the Technology link at the top of the page.

Library E-Resources

Access From Anywhere!

- For easy and convenient remote access to all of the Library e-resources from any web browser or mobile device. Go to: http://www.amc.edu/Academic/Schaffer/ELibrary.cfm
- Enter your AMC username and password when prompted.

Resources By Profession

- Library resources organized by profession for clinicians, nurses, researchers and healthcare managers.
- Go to: http://www.amc.edu/students and click on Resources By Profession.
AMC Intranet Resources

- Secure internal site accessible only on an AMC network or through Citrix. The Intranet contains library, academic, clinical, research, and employee information. Includes Sorian, iSite, software downloads, news, event calendar and more.

  Go to: http://intranet.amc.edu

Citrix Remote Access

- Application used for secure access to internal AMC applications such as the Intranet. Available for Apple, Android and Blackberry.

- Go to: http://citrix.amc.edu and login with your AMC network username and password. The Citrix receiver plugin needs to be installed to use Citrix and installation can vary by device.

- For assistance, contact the IS Help Desk at 262-5000 or come to the Library and ask for Student Device Support.

Computers & Printing

Library Computers

- Wireless Internet access is available throughout the Library.

- 1st Floor Main Area: 11 public PCs, black and white printer, color printer, black and white copier, virus scan station and book scan station.

- 1st Floor Pitkin Lab: 20 PCs and a scanner.

- 5th Floor: 38 PCs, including 5 PCs inside the quiet lab and a black and white printer.

- Only Pitkin and the 5th floor PCs have curriculum support programs, Microsoft Word, PowerPoint and Excel.

Library Printing

- Students are issued a pre-programmed print balance on their AMC ID badge at the start of each academic year.

- The GME office subsidizes a limited amount for residents.

- For help, stop by the Library Service Desk, 8 am—9 pm, Monday—Friday.

Library Courtesy Charging Stations

- Available on the 1st and 4th floor for cellphones and laptops.

M-Building Labs & Lounge for Residents

- The Resident Lounge has 4 PCs in room A315.
**Lenovo Tablets (Students)**

- In-person tablet support is available at the Library Service Desk 8 am—6 pm, Monday through Friday.

- For Lenovo tablet warranty support, call 1-800-426-7378 with the serial and type number of your tablet on hand. The warranty includes 3-year on-site support, accidental damage protection and 1-year battery replacement.

- If your Lenovo tablet is in need of repair, the Library has a limited number of tablets available for loan. Loans are only provided to students with a Lenovo AND if there is a problem with your device. The Library also loans power supplies and stylus pens if yours are damaged.

- Ensure that your tablet is always protected from viruses, malware and spyware. Configure your anti-virus software to always be on and scanning, as well as receiving automatic updates.

- Free virus scanners include AVG Free, Avast, or Windows Security Essentials. Free malware scanners include Malwarebytes or Spybot Search and Destroy.

- Microsoft OneNote and PDF Annotator software comes with your tablet and are used for note taking and organization.

**ResponseWare (Students)**

- ResponseWare is the tool students use to submit responses electronically during Audience Response System presentations.

- First year students are issued a two year Turning Technologies ResponseWare license to use through the end of second year.

- To submit responses go to: [http://www.rwpoll.com](http://www.rwpoll.com) from your laptop or download the app for Android or iPhone.

- The first time you will need to create an account. Click *Sign In*, then *Create an Account*. Please use your AMC email address for this account. A verification email will be sent to this email address to reset the password and login.

- Submit responses after logging in and enter the Session ID generated by the instructor during class.
**Sakai**

- Sakai is AMC’s online course management system. Go to: [http://sakai.amc.edu](http://sakai.amc.edu) and log in with your AMC network username and password.

- Sakai is used to access most course content including handouts, lectures, quizzes, schedules, lecture recordings, announcements and other theme content.

- Access a theme course site by locating the theme in the red top navigation menu or More Sites dropdown menu. Courses will be indicated in the following format MCBG 1444 15-16.

- Come to the Library for help with Sakai.

**New Innovations (Residents)**

- *New Innovations* is AMC’s web-based residency management suite used to log procedures, view curriculum, and complete evaluations and other tasks.

- Go to: [http://new-innov.com](http://new-innov.com) or visit the AMC Intranet, click the Clinical Tab, and under Clinical Quick Links, click on New Innovations.

- Call GME at 262-3593 for login problems or questions.

**Lecture Recordings**

**Adobe Connect**

- Adobe Connect is the system used for streaming, viewing and recording live lectures. Students can access Adobe Connect through a tab in the left navigation menu of all Sakai theme course sites.

- Students can watch Adobe Connect live or after lecture as a recording. Connect lectures cannot be downloaded or shared.

- Adobe Connect recordings and live streams must be viewed in a web browser with an updated version of Adobe Flash Player installed. Recordings cannot be accessed offline.

- For help, come to the Library and ask for Student Device Support or contact the AV student responsible for recording.

**MP3 Recordings**

- All live lectures will also have an MP3 recording for that lecture available for students to download and transfer onto any mobile device.

- Access MP3 recordings by going to Sakai and locating the site Yr 1 1516 Audio, NA Yr 1 1516 Audio, PA Yr 1 1516 Audio, etc.

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- Enter your AMC username and password when prompted.

**Resources By Profession**

- Library resources organized by profession for clinicians, nurses, researchers and healthcare managers.

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- Use the dropdown arrows to select the number of people to use the room, the length of time desired and the time of day. Select the 'Search' button.

- Select your time slot from the list provided.

- Choose a study room from the list provided.

- Register by entering your name and AMC email address. Enter your cell phone number if you wish to receive text confirmation and reminders - carrier text fees apply if you do not have an unlimited texting plan.

- You've got D!BS. Via email you will receive a confirmation and a reminder 15 minutes before your session begins and another 15 minutes before the session ends.

For D!BS FAQs or to reserve a favorite room go to: [http://www.amc.edu/students](http://www.amc.edu/students) and click on Get D!bs.
Library Online Services

Request It!

- Let us find the full text for you.
- Request articles in the Library’s collection or from anywhere, and retrieve them in your Request It! account.
- Go to: http://www.amc.edu/students and click on Request It!

Read it Online

- View eBook content; find one-click searches for student required/recommended books and Specialty eBooks; manage your Library account; find quick links to Library resources and services; locate materials in the physical library location.
- Go to: http://www.amc.edu/students and click on Books.

Suggest a Purchase

- Recommendations for books, journals, multimedia and iPad apps for addition to the collection are welcome.
- Go to: http://www.amc.edu/students and click on the Suggest a Library Purchase link.

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Library Contacts

<table>
<thead>
<tr>
<th>Service Desk:</th>
<th>262-5530</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:loandesk@mail.amc.edu">loandesk@mail.amc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Reference:</td>
<td>262-5532</td>
</tr>
<tr>
<td><a href="mailto:library@mail.amc.edu">library@mail.amc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Administration:</td>
<td>262-5586</td>
</tr>
<tr>
<td>Request It!:</td>
<td>262-5530</td>
</tr>
<tr>
<td><a href="mailto:RequestIt@mail.amc.edu">RequestIt@mail.amc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Thesis Binding:</td>
<td>262-5539</td>
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Other Help Contacts

<table>
<thead>
<tr>
<th>IS Help Desk 24/7:</th>
<th>262-5000</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:helpdesk@mail.amc.edu">helpdesk@mail.amc.edu</a></td>
<td></td>
</tr>
<tr>
<td>AMC Login Support:</td>
<td>262-5000</td>
</tr>
<tr>
<td>Student Device Support:</td>
<td>262-5530</td>
</tr>
<tr>
<td>Audio-Visual Support:</td>
<td>262-5530</td>
</tr>
<tr>
<td>Lenovo Warranty Support:</td>
<td>1-800-426-7378</td>
</tr>
<tr>
<td>GME Support:</td>
<td>262-3593</td>
</tr>
</tbody>
</table>
Library Hours

Staffed:
Monday – Friday
8 am - 9 pm

24/7 Swipe Access:
For all students and residents.

Access Resources Anytime:
http://www.amc.edu/students

Schaffer Library of Health Sciences
Albany Medical College
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