San Francisco Center

For Psychoanalysis

Library and Archive

Version 2.0 August 19, 2018

The SFCP Library

Introduction

The SFCP Library is a psychotherapy resource and community center equal in number of books and other library materials to the psychoanalysis/psychotherapy collection of a major research library, only much easier to browse and use. On two library levels- an upper and a lower library – the work of over a hundred years of psychoanalytic and psychotherapeutic thinking is yours as a benefit from your status as a student or member, along with an extensive collection of foreign language, audiovisual, unpublished, and archival materials, all of which can be used in your studies. Upstairs is the circulating book collection; downstairs are the audiovisual viewing space and the reference journal collection. Some of the archival material has not yet been processed but is still available for research use.

Also, as a sign of changing times, the SFCP Library has extensive electronic resources that are available to you as a student or member for your home use. They can also be accessed from the terminals in the Upper Library.

Some brief statistics about the library:

- Approximate Number of books: 10758.
- Approximate Number of Audiovisual artifacts: 1028.
- Approximate number of eBooks: 4000+.
- Approximate Number of Foreign language books: 2500 (including journals).
- 120 linear feet of archival material.
- Number of librarians : 1.
- Hours open per week: 5.

Beyond physical organization, the library is intended to be an enclosed, yet open space within SFCP where interactions between students and librarians and other patrons can take place

without the intrusion of pedagogy or other external influences. Unlike the highly structured classes, seminars and lectures, it is a place where informal as well as formal discussion and interaction regarding psychotherapeutic/psychoanalytic topics can take place - a neutral field for quiet study, reflection, and community. Staff is there to help you with whatever comes to mind and provide subject expertise that can guide you to new discoveries, in addition to being ever-willing to engage you in conversation about whatever it is that concerns or interests you.

Layout of library

The division of the library is quite straightforward: There is an Upper Library and a Lower Library. In addition to books, the library has the two terminals (and free Wi-Fi accessible at login SFCP password welcome1!) where our collection of electronic resources as well as our new electronic card catalog are accessible. These include subscriptions to 18 online psychology journals, 4000+ e-books, and two online databases which you will undoubtedly find yourself returning to again and again during your time at SFCP: Pep-Web and PsycINFO.

The terminals also have copies of Microsoft Word, Excel, and other common software available for patron use.

We use the Library of Congress Call number system for both printed matter and non-printed eBooks and other online resources. If you are more familiar with Dewey, please ask one of the librarians for assistance and training in the LC system. The numbering of the books starts at the shelf next to the stairs, goes around the edge of the room, then 'hops' from one cart to the next, before going back on the wall in the archive room. Again, please ask a librarian to show you how it is set up.

Circulating serials are located on the shelves facing the librarian's desk in the Upper Library. New Serials (typically this year or the one previous) are kept on the shelf to the right of the librarian's desk. Older DVDs and CDs are in the yellow boxes next to where the librarian sits; more recent recordings are on the shelf below and on the shelf labeled 'new DVDs' and can be identified by the fact that they are in labeled, standard DVD cases. Also kept on this shelf is a display of newly accessioned books available to be checked out, a reference copy of Freud's standard edition, and numerous miscellaneous transcribed lectures and recordings on CD.

Another point to keep in mind is that in the archive room behind the librarian's desk where most, although not all, of the child psychoanalysis/psychotherapy books are kept there are several archival collections with finding aids attached. Be careful using the child collection as

the room serves as an archives workspace space where we process and catalog archival materials.

In the Lower Level of the library is where additional, older audiovisual materials are kept as well as the reference journal stacks. The additional audiovisual material (which can be checked out) is kept in the drawers as cassettes in the old library card catalog case, and on the shelving unit facing the case. There is also a Xerox machine for student and patron use as well as additional study space when classes are not being held in the Lower Level.

Lending policies

The following are the libraries lending policies. These apply to physical books and audiovisual recordings only.

- The loan period for circulating library material is one month. If there is a waiting list, or if an item is requested by another patron, the item may be recalled after two weeks. One four-week renewal is possible for all circulating material. Renewal and reserve requests may be made in person, via phone or email.
- Analyst members, candidates, and community members have full borrowing privileges from the SFCP Library. Unaffiliated patrons are welcome and may use library resources, with the exception of restricted clinical material, onsite.
- Reference books, non-circulating journals and library databases/online journals are available to all patrons for onsite use.

Mailing Library Materials - Fees must be paid in advance

The SFCP Library will, on request, mail books and other library materials to SFCP patrons. Due to the risk of losing our unique and valuable resources during shipment, the following requirements apply:

- Patrons are responsible for postage charges.
- A charge of $15.00 will be applied to each shipment of books (in addition to shipping costs).
- A charge of $5.00 will be applied to each shipment of CDs/DVDs (in addition to shipping costs).
- Book shipments will be prepared and sent once per week via a secure delivery method.

- We require that patrons return books and other library materials using a secure delivery method (UPS, FedEx, or USPS insured mail).
- Patrons are responsible for all library materials lost in the mail.

  Course Reserves
- SFCP Faculty can place items on reserve for current classes by contacting the librarian.

Photoduplication – Fees must be paid in advance

- Library staff will make copies or scans for SFCP analyst members, candidates or community members on request.
- Scanning and emailing PDFs is the default delivery method.
- Scanning and emailing articles - $5.00 per article plus .15/page after 10 pages.
- Photocopying and mailing articles (hard copies) - $10.00 per article, .15/page after 10 pages, plus shipping charges.

Interlibrary Loan

If the SFCP Library does not have an item you are looking for, please ask. We may be able to obtain the item through interlibrary loan. Costs include:

- Interlibrary loan fees charged by the lending institution.
- Return postage to the lending library.

Overdue and Lost Books

As mentioned, if a library book or other circulating item is not returned by its due date, Koha, the automated card catalog, will send out an overdue notice by email. If the book or other item is still not returned, we will attempt to notify you by phone or email. If we do not hear from you within four weeks after we have contacted you, we will assume the book is lost. We will send you an invoice detailing the cost of the missing item, plus a ten percent charge that will help offset replacement costs.

Also bear in mind that when a book is checked back in, you will also receive an email confirming that the check-in has been made.

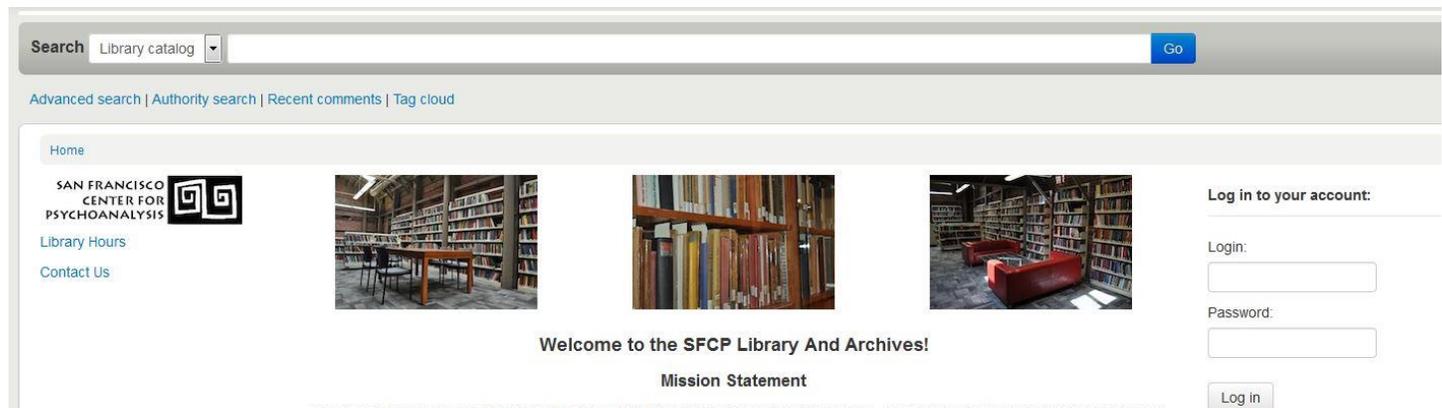## Electronic Resource Guide

EZ Proxy Overview

An online user authentication system, EZ-Proxy provides remote access to the SFCP Library's journal subscriptions. Through EZ-Proxy, *you may have access to the most recent three years content, and a limited number of back catalog issues of many psychoanalytic journals.* The availability of materials depends on the publisher of the journal in question. Additionally, you have access to an information database, PsycNET, from the American Psychoanalytic Association, which consists of two parts: PsycINFO, a citation database, and PsycBOOKS, a collection of 4000+ eBooks. Serial resources available via EZ-Proxy include:

- British Journal of Psychotherapy (1997-present).
- Contemporary Psychoanalysis (1997-present).
- International Journal of Applied Psychoanalytic Studies (2004-present).
- International Journal of Psychoanalysis (2001-present).
- Journal of Child Psychotherapy (1997-present).
- Journal of Infant, Child and Adolescent Psychotherapy (2000-present).
- Journal of the American Psychoanalytic Association (1999-present).
- Neuropsychoanalysis (1999-present).
- Psychoanalysis and History (2000-present).
- Psychoanalytic Dialogues - The International Journal of Relational Perspectives (1997-present).
- Psychoanalytic Inquiry - A Topical Journal for Mental Health Professionals (1997-present).
- Psychoanalytic Psychotherapy (1997-present).
- Psychoanalytic Quarterly (1932-present).
- Psychology and Psychotherapy: Theory, Research and Practice (1997-present).
- APA PsycNET (various full text eBooks and as well as citations).
- Taylor and Francis eBook Collection (see eBooks catalog references from online card catalog).
- Scandinavian Psychoanalytic Review (1978-present).

Availability to these resources depends upon what package and licensing arrangement the SFCP Library has with each publisher. If you notice changes in access, please bring it to the attention of the librarians.

The library catalog is located on the web at sf-cp.org/library and uses an open-source software package called Koha. When you open a library search screen, it will present you with a long text box where you can put keywords, or if you prefer more granularity in your searches, you can click on 'advanced search' to the left of the text box and you can fill out the search terms you are looking for.

Here is what the user interface for Koha looks like:

You just type your search term or keyword into the white box at the top of the screen, and Koha will search our catalog and give you a list of corresponding records along with their call number. Some other things about the Koha Card catalog system we use:

- It will automatically send you overdue notices three days after an item is due
- You can also search by type using advanced search screen: useful if you are looking for only audiovisual items or items from a particular date range.

And always remember: If you can't find a book on the shelf listed in Koha, don't worry - even the librarians often need some extra time to find a particular book. Please feel free to ask one of the librarians for help.

If you want a book that you do not see in the catalog, please feel free to submit it to the librarians for inclusion in our wish list of books to purchase, as we have made patron-driven acquisitions an important part of our collection development plan. The library belongs to its patrons, and we feel strongly that following your input means a lot.

Koha is also available for mobile devices. Just go to library.sf-cp.org from your smartphone or tablet and you should see a mobile interface from which you can check for books and citations.

Using EZ Proxy

EZ-Proxy is accessed through a user name (your email address) and a password. You should have received an email from the library including your unique username and password (please do not share this information). Please contact the library with username, password, searching and general EZ-Proxy access questions. You should go to the center's home page, click on 'SFCP Library', then click on 'EZ Proxy' on the left-hand side of the screen to get a link to the URL for the EZ-proxy login screen. Once logged in, you have access to all the electronic resources at the SFCP library, including eBooks. The page currently looks roughly like this:

Two different types of information resources are available on EZ-Proxy- 1. Journals 2. citation/full text databases. The Journals can be accessed by clicking on their name, which takes you to the 'home page' for the journal. The citation/full text database on EZ-Proxy, PsycNET, is available through the EZ-proxy login and a click on APA PsycNET. The two resources, PsycINFO and PsycBOOKS, can be selected by check boxes at the top of the screen.

PsycINFO is a citation database, which unlike Pep-Web only has citations to psychoanalytic articles, books, and book chapters. You should click on the check box for PsycINFO and deselect the other check boxes to just search on PsycINFO for citations.
PsycBOOKS is an online e-book service which offers downloads to 4000+ e-books drawn from a diverse range of sources from all branches of psychology, published up to the present, and is searched by checking the checkbox to the right of the check box for Psych Info labeled 'PsycBOOKS'.

Journal Articles | PsycBOOKS | My List

Encyclopedia of psychology, Vol. 8.

Kazdin, Alan E. (Ed)
New York, NY, US: Oxford University Press

 Like   Tweet   in Share   8+1

This volume covers Encylopedia of Psychology entries from Taine, Hippolyte to Zubin, Joseph. (PsycINFO Database Record (c) 2012 APA, all rights reserved)

Front matter   Back matter

1. **Taine, Hippolyte.**   Abstract
By Plas, Régine
Kazdin, Alan E. (Ed), (2000). Encyclopedia of psychology, Vol. 8. , (pp. 1-2). Washington, DC, US: American Psychological Association;
New York, NY, US: Oxford University Press, , 531 pp.

2. **Taiwan.**   Abstract
By Hwang, Kwang-Kuo
Kazdin, Alan E. (Ed), (2000). Encyclopedia of psychology, Vol. 8. , (pp. 2-4). Washington, DC, US: American Psychological Association;
New York, NY, US: Oxford University Press, , 531 pp.

3. **Talent.**   Abstract
By Csikszentmihalyi, Mihaly
Kazdin, Alan E. (Ed), (2000). Encyclopedia of psychology, Vol. 8. , (pp. 4-6). Washington, DC, US: American Psychological Association;
New York, NY, US: Oxford University Press, , 531 pp.

After checking 'PsycBOOKS' and searching for the book you found in the Koha Catalog, you can then download a .pdf of the book, which is yours to study and review. Two words to the wise:

- Books are not single .pdf files, but a series of .pdf files, -as shown above- which constitute the chapters of a book. To read the book from beginning to end, you will have to download the 'table of content' .pdfs for each chapter.
- You need to write down the name of the eBook from the catalog, so you can search for it on Psych Books.

Your search returned 9 results.

 Unhighlight

Select all   Clear all | Select titles to: Add to... ▼ Save   Place hold

☐   1.   **Encyclopedia** of psychology, Vol. 6 [electronic resource]
         by Kazdin, Alan E.
         Material type: Book; Format: electronic available online ; Literary form: not fiction
         Publisher: London : Oxford University Press, 2000
         Online Access: Table of contents
         Availability: No items available
         ☆☆☆☆☆
          Log in to add tags.   Add to cart

☐   2.   **Encyclopedia** of psychology, Vol. 8 [electronic resource]
         by Kazdin, Alan E.
         Material type: Book; Format: electronic available online ; Literary form: not fiction
         Publisher: London : Oxford University Press, 2000
         Online Access: Table of contents
         Availability: No items available
         ☆☆☆☆☆
          Add to cart

☐   3.   **Encyclopedia** of psychology, Vol. 2 [electronic resource]
         by Kazdin, Alan E.

Remember: given the current state of the technology, you can search for ebooks in the Koha catalog but you need to go through EZ-Proxy to actually download and read them. The above shows a sample list of eBooks from the Koha online catalog.

Journals

Journals are just what they sound like they are--digital versions of paper journals on Psychoanalysis and Psychotherapy subjects. If you click on the title for any of these journals in EZ-Proxy, it takes you to the publishers site, which can be navigated through, by year and issue, to the article you are looking for or have found using one of the citation databases or a reference from a book or essay.

As you will note from looking at the 'home page' for the various serials to which SFCP has a subscription, they vary tremendously in terms of usability. Critical features for the journal user, which almost all of the journals in our collection have on their 'home page', are links to:

- All issues (or something to that effect). This displays a list of journals that are available for reading, study, and/or download by the patron.
- The most recently published (or available) issue.
- A search of contents (warning: may not search beyond current issue)

Once you have found a volume/issue that you would like to read, you see a list of the articles, somewhere near you can find options to read the

- Abstract
- HTML (standard) version of the text)
- Enhanced HTML, where the citations in the text exist as clickable links.
- Download the .pdf document of the article.

  Choose an option based on your research and study needs.

If you have any questions about making this system work, please contact a librarian or consult the help pages on the serial's web home page.
As noted, some serials have severely restricted access to their collections for reason in your research you should also consult:

Pep-Web

Pep-Web is an online full-text database of psychoanalytic articles from the whole history of the discipline. It is available as a separate service not accessible through EZ-proxy but one which you must log into after going to the pep-web site, http://www.pep-web.org. It functions as a citation database, but it also is a full-text database, which means the actual articles have been digitized and put onto Pep-Web. It also (especially significant for the researcher or writer) typically has complete coverage of the back issues of the most popular Psychoanalytic/Psychotherapy journals. Pep-Web is currently only available to students and Analyst members.

After clicking on the Login button, you will be asked for the password and user id that you were given at the beginning of the year. Once in, you will be looking at the search screen:

- The tabs at the top take you to different parts of the archive, including video resources, all available through your Pep-Web subscription while you are a student at SFCP.
- Remember, Pep is a citation AND full-text databases, meaning that once you find an article through search, you can click on the title to view the text of the article. If you cannot read the article it is because there is an embargo on new issues or because you have not logged in successfully.
- We hope you take time to explore and enjoy the full-text online resources offered through Pep-Web.

Audiovisual Resources

The SFCP Library holds hundreds of contemporary and historical audiovisual resources including lectures, presentations, symposiums, seminars and other events held at, or in conjunction with, the Center. Persons who wish to film an event held at SFCP can borrow the Center's camera to create a recording. Permission must be obtained from program presenters. The resulting recording will be part of the library's collection and will be governed by library policies. We are not able, currently, to offer free copies of DVDs or CDs to program presenters due to high production costs.

Audiovisual Collection Guide

The SFCP library has in its circulating collection a wide variety of video and audio material related to psychoanalysis and psychotherapy available to patrons for their study and enjoyment. A catalog of our circulating AV collection in DVD, VHS, CD and audiocassette format can be found in the library's catalog, accessible through the patron terminals in the library. If you are unable to locate material in the catalog, please let the librarian know so that we can help you find what you are looking for.

> Library holdings by type:
> * VHS and DVD
> * Audiocassette and CD
> * Non-Circulating Material

Circulating Materials

VHS and DVD

* Annual lectures given in memory of analysts who have passed away but are not forgotten, including the Milton J. Lozoff, Jane Hewett and Emanuel Windholz Memorial Lectures.
  1996-present
* Conferences organized by SFCP, NCSPP, and other local Bay Area mental health organizations on such topics as autism, war trauma, Psychoanalysis and the internet, child and adolescent psychology and more.
  2002-present
* Discussion of the work and influence of prominent figures in the analytic world such as Freud, Jung, Bion, Ferro, and others.
  1974-present
* Historically significant educational films which deal with psychoanalytic subjects ranging from child psychology to neurobiology.
  1949-present
* Intersession panel discussions that include psychoanalytic writing, political violence, neurobiology, music, art, and more.
  2002-present

- Lectures Series
  Including Psychoanalytic Dialogues, Scientific Meetings, Public Lecture Series, 'A Day With' lectures, Conversations on Culture Salon, Professional Development Salon, and Poetry and Psychoanalysis. A wide range of issues vital to psychoanalytic practice and theory are discussed at length in presentations directed and organized by SFCP. A wide range of topics are covered including discussions of the analyst-patient relationship, theoretical issues, cross-cultural issues, art and psychoanalysis, sexuality and gender, psychopharmacology, and neuropsychoanalysis among many other subjects.
  1979-present
- SFCP graduation ceremony and keynote lectures.
  1994-present

Circulation of these materials is the same as with books and journals, for one-month renewals possible.

These materials can be found in Koha using searches by author's name or title of the presentation.

Audiocassettes and CDs

Audiocassette and CD recordings with lecturers speaking about a wide variety of psychoanalytic topics are available for checkout from the library. Topics and series include:

- Keynote addresses and panel discussions from the meetings of organizations like AFTA, AACAP, and APA.
  1975-1991
- Audiotape series on topics such as personality disorders, the life cycle, psychotherapy technique and more by well-known analysts published by Audio Digest Foundation, APA, and others.
  1973-2002
- Continuing education seminars and audiotaped classes held at SFPI&S, The Washington School of Psychoanalysis, and other training and professional organizations.
  1971-2005
- Candidate's Colloquium recordings.
  1991-2003
- Scientific Meeting recordings taped by SFPI&S.
  1985-2001

Audiocassettes are stored in a card catalog case, and CDs are stored in a CD box or in individual jewel cases near the librarian's desk.

Non-Circulating Materials

The library has a large amount of additional material, some audiovisual, some foreign language, some rare, some fragile, such as books in German dating from the nineteenth century to the present on psychoanalytic topics including lectures by well-known (and some not so well-known) analysts and social theorists, on topics ranging from the student unrest during the 1960s, to early psychoanalytic perspectives on race and gender, social work, work with children and beyond. If you are interested in learning more about the wide variety of non-circulating for library use only material, please speak to one of the librarians.

Other Resources

Clinical Material

- Restricted clinical material is available for use by analyst members and candidates onsite only.

We hope that this brief introduction to the library will facilitate and enrich your use of its resources. If you come across something that confuses you or have any questions about the library, its policies, or its resources, please feel free to contact the librarian, Chris Gordon at chris.gordon@sf-cp.org or phone at 415-563-4477.