

UNM-Los Alamos

Faculty Library Guide

*Library Hours**

8 AM - 7 PM Monday - Thursday
8 AM - 1 PM Friday

Information

Homepage: <http://www.la.unm.edu/~lalib/lib-home.html>

Phone: 662-0343

Library Staff

Dennis Davies-Wilson - Library Director

Library Skills Instruction
Collection Development
Computer Systems Support

661-4685 or 662-5919 ext. 685

E-mail: davies@unm.edu

Richard Norton – Library Info Specialist

Reference Services
Cataloging
Public Services

662-0343

Email: rinorton@unm.edu

Joe Matthews – Professional Intern

Public Services
Acquisitions

662-0343

Email: jmatt01@unm.edu

Student Employees

662-0343

**Subject to Change*

CHECKING OUT LIBRARY MATERIALS

Lobo I.D. cards are used for checking out materials from the library. If you do not already have a current Lobo I.D. card, please see Joe Matthews in the Library, Steve Ciddio in the Bookstore, or Irene Martinez in Student Services.

INFORMATION LITERACY INSTRUCTION PROGRAM

Faculty are urged to encourage students to use the library for their information and study needs.

Tours

Faculty may schedule a tour of the Library for their classes at any time during the semester. Contact library staff at least two days in advance to set up the tour.

Open LABS

LIBRARY OPEN LAB SESSIONS may be scheduled by faculty who are assigning research projects to their students. In an Open Lab Session library staff and faculty work cooperatively with students in using library materials. **Whenever possible, in order to provide the best possible service, prior arrangements made with library staff are appreciated.**

- ⇒ Contact library staff at least one week in advance to set up a session.
- ⇒ Prior to the session, faculty must have given the **written assignment** to library staff, and they must prepare their students for the library visit.
- ⇒ **Faculty members are expected to accompany their classes to the library.**

Assignments with a library component

Library staff will assist faculty in designing course-related assignments having a library component.

- ⇒ Contact library staff at least three weeks before the assignment/project is to begin.
- ⇒ Prior to the start of the project, faculty must prepare their students for the library visit.
- ⇒ **Faculty members are expected to accompany their classes to the library.**

COURSE RESERVES

- ◆ Faculty may place up to 10 items per course on reserve.
- ◆ Please fill out a Reserve Request Form in the Library.
- ◆ Please specify desired loan status for reserve materials as Library Use Only, two days, or one week.
- ◆ Allow 24 hours for Library staff to prepare materials for circulation before sending students to the Library to use them.
- ◆ **Please do not tell students that items are on reserve until you have actually placed them on reserve.**
- ◆ For more information contact Richard Norton at 662-0343.

RECOMMENDATIONS FOR NEW ACQUISITIONS

Faculty are invited and encouraged to recommend titles (including periodicals) to be added to the library's collection at any time. Depending upon the availability of the materials and funding, we will make every attempt to accommodate faculty requests for resources falling within the library's Collection Development Policy. The Collection Development Policy can be found at:

http://www.la.unm.edu/~lalib/collection_dev.html

ONLINE RESOURCES

Many online databases are available through the library's web site, including the online catalog, periodical index databases, general reference sources, and subject-specific online resources. For a complete listing of what is available, access the following link:

http://www.la.unm.edu/~lalib/a-z_databases.html

Audio-Visual Equipment

For audio-visual equipment, please contact Bill Gilson in the Computer Information and Telecommunications Department.

Bill Gilson

Email: wgilson@unm.edu

662-0339

http://www.la.unm.edu/administration/ITS/computer_services.html

Rev. 12-8-11