

# 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](mailto:davies@unm.edu)**

#### **Richard Norton - Reference**

Reference Services  
Cataloging  
Public Services

**662-0343**

**Email: [rinorton@unm.edu](mailto:rinorton@unm.edu)**

#### **Beverly Hollander - Acquisitions**

Acquisitions/Reference  
Public Services

**662-0343**

**E-mail: [bholland@unm.edu](mailto:bholland@unm.edu)**

#### **Student Employees**

**662-0343**

*\*Subject to Change*

## LIBRARY SKILLS 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.**

### Treasure Hunts / Focused 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 anytime. 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/collectiondev.htm>

## **Electronic Resources (selected)**

[http://www.la.unm.edu/~lalib/er\\_full-list.htm](http://www.la.unm.edu/~lalib/er_full-list.htm) (please refer to for complete list)

### **Online Catalog**

LIBROS - provides access to library holdings at UNM-Los Alamos, other UNM libraries, and other participating university libraries in the state.

### **General Periodical and Newspaper Index Databases**

Academic Search Premier – (select from Ebsco Host menu; some full-text)

Expanded Academic ASAP - (select from Infotrac menu; some full-text)

First Search - (full-text available in WilsonSelect Plus only)

Latin American Newsstand – (access through ProQuest; full-text)

Lexis Nexis – (Newspapers - full-text)

New Mexico Newsstand – (access through ProQuest; full-text)

New York Times – (access through ProQuest; full-text)

Project Muse - index to articles in 250 scholarly journals in many subject areas (full-text)

ProQuest - indexes articles from a mixture of professional and popular titles (some full-text)

### **Subject-Specific Periodical Index Databases**

Business and Company Resource Center - (select from Infotrac menu)

Columbia Granger's World of Poetry (full-text)

Communication and Mass Media Complete (select from Ebsco Host menu – full-text)

### **General Online Reference Sources**

Encyclopaedia Britannica Online (full-text)

Gale Virtual Reference Library (full-text)

General Reference Center - (select from Infotrac menu)

Xreferplus (full-text)

### **Subject-Specific Online Reference Sources and Books**

Birds of North America Online - includes information on all 716 species of birds in the United States and Canada (full-text)

Early English Books Online (full-text)

Encyclopedia of Astronomy and Astrophysics (full-text)

Loislaw - legal assistance database (full-text)

Sanborn Maps

## Audio-Visual Equipment

**All audio-visual equipment is handled by the Instructional Technology Center (ITC). Please contact ITC staff 24 hours in advance to reserve equipment.**

### **ITC Staff and Contact Information**

Bill Gilson

Email: [wgilson@unm.edu](mailto:wgilson@unm.edu)

All ITC staff – [ITC@unm.edu](mailto:ITC@unm.edu)

ITC Office – 662-5919 ext. 624