Extended University Faculty Library Guide

Library Hours*

8 AM - 6 PM Monday - Thursday
8 AM - 1 PM Friday

Contact Information

Web site: http://losalamos.unm.edu/library/index.html
Email: ulalib@unm.edu
Phone: 662-0343

Library Staff

<table>
<thead>
<tr>
<th>Dennis Davies-Wilson - Library Director</th>
<th>Joe Matthews – Library Info Specialist III</th>
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<tr>
<td>Library Skills Instruction</td>
<td>Acquisitions</td>
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<td>Collection Development</td>
<td>Reference</td>
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<td>Computer Systems Support</td>
<td>Cataloging</td>
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<td>661-4685 or 662-5919 ext. 685</td>
<td>Public Services</td>
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<tr>
<td>E-mail: <a href="mailto:davies@unm.edu">davies@unm.edu</a></td>
<td>662-0343</td>
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E-mail: jmatt01@unm.edu

*Subject to Change
ABOUT THE UNM-LOS ALAMOS LIBRARY AND THE COLLECTION

UNM-Los Alamos is funded by the State of New Mexico as a two-year community college supporting 100 and 200 level undergraduate courses. Therefore, by law, the UNM-Los Alamos Library cannot use state allocated funds to collect any materials that are deemed appropriate for only upper-division or graduate level students. As a result, the collection of materials at the UNM-Los Alamos Library is primarily to support the undergraduate (100 and 200 level) curriculum offered at UNM-Los Alamos. Subsequently, depending on the subject matter, the Library may have limited materials appropriate for your students’ use.

The following are the services that we can provide to Extended University faculty:
- Place course materials on Reserve (see specifications below)
- Computer access
- Interlibrary loan
- Access to UNM-Los Alamos Library facility and materials

The following are the services that we can provide to Extended University students:
- Access to UNM-Los Alamos Library facility and materials
- Computer access
- Interlibrary loan
- Access to course reserves

COURSE RESERVES

♦ All Extended University faculty may place required items on reserve in the UNM-Los Alamos Library for use by Extended University students at UNM-Los Alamos.
♦ Because the library has limited availability of materials appropriate for your courses, it is advisable to place personal copies or materials that you have checked out from another library on reserve. Note: The UNM-LA Library cannot borrow items from another library for you to place on reserve.
♦ If you are teaching a course remotely from another campus through Extended University, you may want to consider placing all items on reserve electronically at your home campus library so that all enrolled students have access.
♦ Faculty may place up to 10 physical items per course on reserve.
♦ Please fill out a Reserve Request Form online, or come by the library and fill out a form.
♦ 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.
♦ For more information contact Joe Matthews at 662-0343.