Faculty Library Guide

Library Hours*

8 AM - 7 PM Monday - Thursday
8 AM - 4 PM Friday
11 AM – 3 PM Saturday

Information

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

Library Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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<tr>
<td>Dennis Davies-Wilson</td>
<td>Library Director</td>
<td>Information Literacy Instruction</td>
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<td>Collection Development</td>
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<td>Computer Systems Support</td>
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<td>661-4685 or 662-5919 ext. 685</td>
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<td>E-mail: <a href="mailto:davies@unm.edu">davies@unm.edu</a></td>
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<td>Joe Matthews</td>
<td>Library Info Specialist III</td>
<td>Acquisitions</td>
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<td>Reference</td>
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<td>E-mail: <a href="mailto:jmatt01@unm.edu">jmatt01@unm.edu</a></td>
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<tr>
<td>Alyssa Stubbs</td>
<td>Library Info Specialist I</td>
<td>Evening/Saturday shifts</td>
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<td>E-mail: <a href="mailto:aestubbs@unm.edu">aestubbs@unm.edu</a></td>
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*Subject to Change
CHECKING OUT LIBRARY MATERIALS

Use your Lobo ID card to check out materials from the library. Please see a library staff member if you need an ID card.

INFORMATION LITERACY INSTRUCTION PROGRAM

We appreciate you encouraging students to use the library for their information and study needs.

Tours
- **Short tour:** You may schedule a tour of the Library for your classes at any time during the semester. Please contact library staff at least two days in advance to schedule the tour.
- **Interactive tour:** When time allows, please let us design an interactive tour in the form of a “scavenger hunt” for your classes. This is a very engaging and effective way for students to become familiar with the library facility and library resources. Please contact us at least one week in advance to request an interactive tour.

Class Periods in the Library
- You are welcome and encouraged to schedule class periods in the library. These can be especially helpful for assignments, term research projects, etc., that require students to utilize print and online resources offered by the library.
- Please contact us at least one week in advance to schedule a class period in the library.
- Please prepare your class for the visit in advance.
- Please provide us with a copy of the assignment, to help us maximize the level of service during your class visit.
- Please accompany your classes to the library.

Assignments with a library component
- We are happy to help you in designing course-related assignments that have a library component.
- Please contact Dennis at least two weeks before the assignment/project is to begin.

Online and Live Information Literacy Instruction
Some courses automatically receive a combination of online and live instruction of information literacy concepts. If you would like instruction of this kind for your courses, please contact Dennis.

Communication and Humanities Core Courses
As of August 1, 2019, due to revisions to the New Mexico Higher Education General Education Core Curriculum, if you teach Communication and Humanities core courses, you must incorporate information and digital literacy into the course content. For more information, please see: [https://hed.state.nm.us/resources-for-schools/public_schools/general-education](https://hed.state.nm.us/resources-for-schools/public_schools/general-education). We are available to help you develop ways to include information literacy concepts in your courses.
COURSE RESERVES

- You may place up to 10 items per course on reserve.
- Please fill out a Reserve Request Form online.
- You may specify desired loan periods for reserve materials as Library Use Only, two days, or one week.
- Please allow 24 hours for Library staff to prepare materials for circulation before sending students to the Library to use them.
- Please place items on reserve before telling students they are on reserve.
- For more information contact Joe at 662-0343.

RECOMMENDATIONS FOR NEW ACQUISITIONS

- You are invited and encouraged to recommend titles (including periodicals) to be added to the library's collection at any time.
- We will make every attempt to accommodate your requests depending on availability and cost.
- Please see the library's Collection Development Policy for more information.
- You may fill out and submit the Recommend a Resource form online.

ONLINE RESOURCES

Online Resources at UNM Los Alamos

- Many online databases are available through the library's web site, including the online catalog, article databases, general reference sources, and subject–specific online resources.
  - NOTE: Students enrolled in your courses whose home campus is UNM-Albuquerque must access the online databases through the University Libraries' website: https://library.unm.edu/
- You may browse a complete listing of what is available at: http://losalamos.unm.edu/library/online-resources/a-z-list-of-databases.html
- UNM-Los Alamos also has access to over 600,000 e-Book titles through the online catalog. E-Books from Springer Publishing can be legally downloaded as pdfs.

Online Resource at UNM Albuquerque

- You also have access to ALL of the databases that are available at main campus, https://libguides.unm.edu/az.php.
- Students DO NOT have access to all of these, so please do not refer students to databases that you accessed through the main campus page.
- You may legally download pdf articles that you find in these databases to share with your students through email or Blackboard Learn.