



Faculty Library Guide

*Library Hours**

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

Information

Web site: <http://losalamos.unm.edu/library/index.html>

E-mail: ulalib@unm.edu

Phone: 662-0343

Library Staff

Dennis Davies-Wilson – Library Director	Joe Matthews – Library Info Specialist III
Information Literacy Instruction	Acquisitions
Collection Development	Reference
Computer Systems Support	Cataloging
661-4685 or 662-5919 ext. 685	Public Services
E-mail: davies@unm.edu	662-0343
	E-mail: jmatt01@unm.edu

**Subject to Change*

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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 a library staff member.

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 two weeks before the assignment/project is to begin.
- ⇒ Please prepare the class for the library visit prior to the date of the 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](#) online.
- ◆ 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 Joe Matthews 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](#). Please fill out and submit the [Recommend a Resource](#) form online.

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://losalamos.unm.edu/library/online-resources/a-z-list-of-databases.html>

As faculty, you also have access to **ALL** of the databases that are available at main campus, http://library.unm.edu/find/databases.php?db_letter=all#titles . 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. However, if you find an article through one of these databases that is available as a pdf that you would like to share with your students, you may legally download it and send it to them via email or Learn.

UNM-Los Alamos also has access to over 75,000 e-Books that UNM-Albuquerque subscribes to, through the [online catalog](#). E-Books from Springer Publishing can be legally downloaded as pdfs.