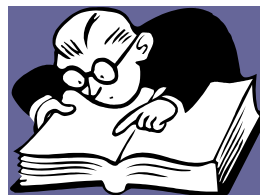


Library Services for Faculty Spring Arbor University



Book, Video & Periodical Purchasing

- Choice Cards distributed to faculty by Library Liaison
- Faculty Requests & Recommendations for books, videos, audio cassettes to Library Liaison
- Personal Book Ordering through Baker & Taylor up to 40% discount (Susan Panak, Acquisitions)
- Periodical Subscription requests reviewed by Library Director (Roy Meador)
- Reference Book requests reviewed by Library Faculty

Book Reserves

- Place materials (library or personal copy) on reserve for class use (Lois Hunt, Circulation)

Current Awareness (Table of Contents Service)

- Quarterly service to Faculty
- Table of Contents from Journals sent to faculty
- Faculty selected desired articles; articles copied & sent to faculty

Library Instruction Sessions for Classes

- Schedule with Library Liaison; please provide lead time
- Provide assignment
- Highlight information & resources you want covered in session
- Librarian can create web page of resources for specific classes/assignments
- Sessions can be in-class or at library (library preferred)
- Internet Training Sessions also available

Research Access & Assistance

- Access Databases through library web site (www.arbor.edu/whitelibrary)
 - FirstSearch, NewsBank, ProQuest, SearchBank
- Password Information attached
- Librarians have access to DIALOG database and will search as requested
 - DIALOG contains specialized business, international and scientific databases
- Librarian is available to assist faculty with other research needs that may arise
- Library Catalog (SAU WebCat) is available from the library web site
 - Books check-out to faculty for semester/journals don't circulate, except for special requests
- Interlibrary Loan service is available to obtain resources not in the SAU Library (Angie Hiler, ILL)
- Archives, located in library lower level is accessed by appointment. Please submit published material. (Susan Panak, Archives)

Liaisons:

David Burns-Computer Science, History, Music, Performing Arts, Philosophy, Political Science, Religion

Stephanie Davis-Adult Studies, Art, Communication, Education, Social Work, Sociology

Roy Meador-Business, Economics, English

Karen Parsons-Humanities, Language, Mathematics, Physical Education, Psychology, Social Sciences

Other Needs? Ask!

