

Faculty Guidebook for the Giovale Library



Hours

Changes in these regular hours will be posted on the library's Web page at:

www.westminstercollege.edu/library/about/hours.cfm

Monday—Thursday	7:30 AM to 11:00 PM
Friday	7:30 AM to 6:00 PM
Saturday	9:00 AM to 6:00 PM
Sunday	11:00 AM to 11:00 PM

WELCOME TO THE GIOVALE LIBRARY

The Library Staff

The library staff welcomes you. We will gladly assist you in obtaining information about the library and all of its services.

Main Number	801-832-2250	
Diane VanderPol	801-832-2270	Director of the Library
Valerie Burnett	801-832-2255	Library Specialist
Emily Buzicky	801-832-2257	Reference Librarian
Chris Dasanjh	801-832-2256	Collection Development Librarian
Jennifer Foy	801-832-2267	Systems Librarian
Russell Holder	801-832-2262	Library Specialist
Amy Kelly	801-832-2252	Instruction & Outreach Librarian
Diane Raines	801-832-2260	Tech Services Librarian
Jamie Richards	801-832-2258	Library Specialist
Andrea Rhodes	801-832-2254	Library Specialist

To Register

New faculty need to register their Westminster College ID at the circulation desk to check out materials. ID cards may be picked up at the Dolores Dore Eccles Health, Wellness, and Athletic Center. Every patron must present some form of picture ID for library transactions.

To Borrow Materials

Library materials may be borrowed for 90 days. All materials should be returned on or before the due date. If you wish to renew items for another 90 days, please call or bring the items into the library, and we will renew them. Materials may also be renewed online.

Popular and Academic DVDs may be checked out for four days, but the due date can be extended if you ask at the circulation desk.

We will try to accommodate special requests that you may have regarding checkout needs.

You are responsible for all items checked out on your library card. It is best not to lend your library materials to students or have students checkout materials for you.

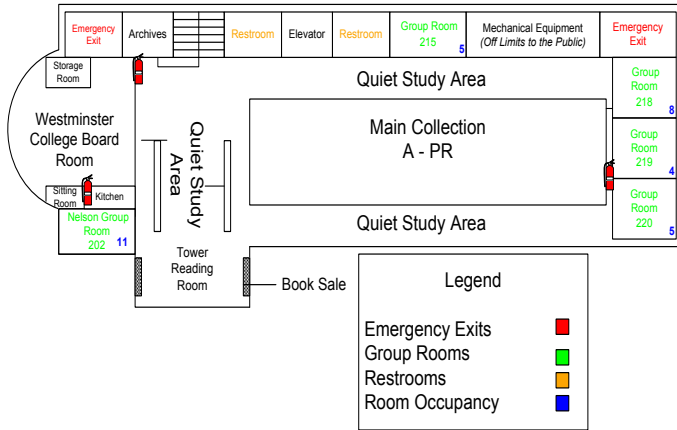
Request an Interlibrary Loan

Interlibrary loan services are available and free of charge to Westminster College faculty. Requests for books and articles must be submitted through ILLiad, our interlibrary loan system. To create an ILLiad account please go to:
www.westminstercollege.edu/library/services/ill.cfm

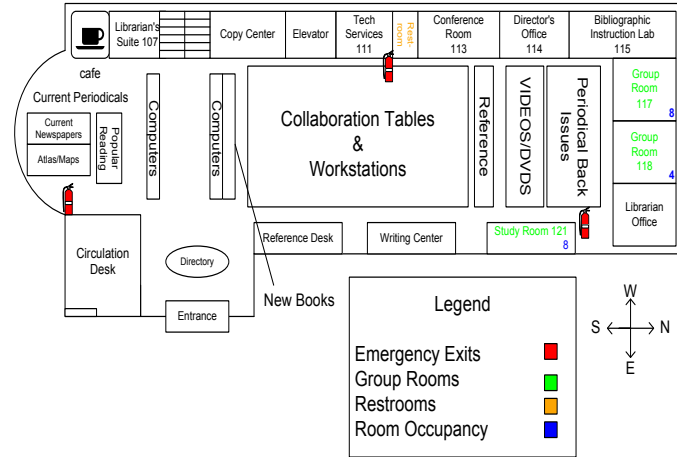
Please verify that the library does not have access to your journal by going to the Journal Locator on the library webpage at www.westminstercollege.edu/library/resources/journals.cfm

For answers to problems or questions contact the library at ill@westminstercollege.edu.

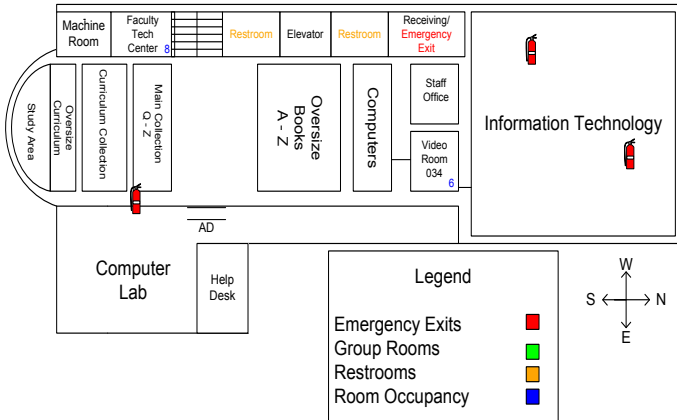
Upper Level



Main Level



Lower Level



Audio/Visual Equipment

AV equipment can be checked out at the circulation desk upon request. The default checkout period for all items is 4 days but accommodations can be made. Some items available for checkout include digital camera, video cameras, LCD projectors, digital voice recorders and Clicker Response Systems. To inquire about the availability of specific items, contact the Circulation Desk.

Schedule a Consultation

If you want a one-on-one consultation session with a librarian to learn more about how the services and products the library offers and how to use them, fill out a consultation request form at: www.westminstercollege.edu/library/help/ask.cfm

Study Rooms

Small study rooms, capacity up to 14 students, are available for seminars and presentations. You may reserve a room by calling the circulation desk at (801) 832-2250.

Suggest a Title to Purchase

If there are titles missing from the collection or subject areas that are lacking that you feel would be an asset for the library to own, please let us know. There is an online form to request materials located at www.westminstercollege.edu/library/services/faculty_requests.cfm or you may contact Diane Raines directly with your purchase request.

To Use Materials From Other Libraries

Take your Westminster College ID card to any academic library within the state of Utah and you may obtain circulation privileges.

Course Reserves

Faculty may place personal or library copies of material on reserve at the Library downloading and completing a Reserve Request Form. (Forms are also available in the Library. At the end of the semester, items on reserve will be automatically be withdrawn and returned to the faculty member. The request form can be found at: www.westminstercollege.edu/library/services/faculty_reserves.cfm

All books are kept at the circulation desk and circulate to your students according to your specifications. All articles are placed on electronic reserve and can be accessed by your students from any computer on or off campus.

Research Instruction Sessions

To schedule a research instruction session for your class, please contact Emily Buzicky or use the online request form at: www.westminstercollege.edu/library/services/instruction.cfm

Please provide the date, time and class size of the requested session as well as a brief description of the class research assignment and/or any specific resources/materials you would like to have covered.