

Library Materials Selection

Our collection reflects the combined efforts of librarians and faculty. Each department assigns a faculty-library liaison that works with a Librarian Subject Selector to solicit suggestions from faculty, review the collection for strengths and weaknesses, and to inform the Library about new curriculum developments. Make suggestions for Library acquisitions to your department's liaison or click on "Tell Us" in Albert. Contact Linda Wobbe, Head, Collection Management, for more information at (925) 631-4232.

Librarians' Subject Assignments

Susan Birkenseer.....	History/Geography Politics, Law
Margaret Brown-Salazar	Education, Library Science
Martin Cohen.....	Communication, Film/Radio/TV, Liberal Studies Philosophy
Br. Richard Lemberg	Classical Studies, Integral, Theology, Religious Studies
Sharon Radcliff.....	Accounting, Business, Economics
Hannah Thomas....	Literature (World) Modern Languages
Sarah Vital.....	Art, Computer Science, Mathematics
Patty Wade.....	Anthro/Soc., Careers, Ethnic Studies, Gen. Reference, Psychology
Sharon Walters	Collegiate Seminar, English, Performing Arts, LEAP, Women's Studies
Linda Wobbe	Biology, Chemistry, Engineering, Environmental Studies/ Earth Science Health/Nursing Kinesiology Physics/Astronomy

Telephone Numbers

Book Renewal by Phone	(925) 631-4229
College Archives	631-4231
Course Reserves (Print)	631-4665
Course Reserves (ERes)	631-8033
Dean for Academic Resources	631-4525
Instructional Services	631-8255
Interlibrary Borrowing	631-4840
Library Hours Recording	631-4230
Reference/Information	631-4624

Call (925) 631-4229 to request a copy of these other Library publications:

- *Circulation Services Guide*
- *College Archives*
- *How to Use Albert*
- *Link+*
- *Reserves Services Guide*

For more information, connect to

<http://library.stmarys-ca.edu>

SMC Library Goals

- Select, acquire, organize, and provide effective bibliographic and physical access for materials that support academic programs and faculty research.
- Assist and instruct users in information retrieval, evaluation, and use of resources and services, through reference service, course-related instruction, group orientations, and Library publications.
- Serve as the information and teaching/learning center on campus for scholarly and general information resources.



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Faculty

Library Services Guide



Reference/Information Assistance

Regularly scheduled reference/information assistance is available at the Reference Desk and by phone (925) 631-4624. Extended assistance by appointment is also available. Contact the Subject Selector/Librarian for your department or any of the Reference Librarians for an appointment. Refer to another panel of this guide for a list of Subject Librarians. Reference staff appreciates knowing in advance about class assignments requiring Library research. Contact the Coordinator of Reference Services, (925) 631-4288. For further assistance, you may e-mail "Ask a Librarian" (askalib@stmarys-ca.edu).

Information Retrieval Skills Instruction

Are your students prepared for the Information Age? Instruction in the use and evaluation of a variety of research resources is offered by Librarians. Networked and information resources, databases, the Internet, as well as other Library and information research tools are covered in customized instructional sessions for courses requiring some type of Library use assignment.

Librarians also assist in developing appropriate Library assignments to support course objectives and to develop effective Library/information retrieval. Phone Brother Richard Lemberg, Coordinator of Instructional Service, (925) 631-8255, for more information or to request a session.

Library Collection

The collection includes over 200,000 books, 50,000 periodicals and over 5,000 dvd's and videos. With the exception of periodicals, titles in the collection may be found via ALBERT, the online catalog. Subscribed periodicals are listed in the Periodicals List, found by clicking the Periodicals tab on the Library's website: <http://library.stmarys-ca.edu>.

Books/Media

- **Albert** - SMC Library's online catalog to materials acquired since 1983 - includes books, videos, audiocassettes, films, etc.
- **Link+** - A consortia of academic and public libraries that allows you to receive books and media from these libraries in 2-4 days.

Databases

With nearly 150 databases accessible from the Library's website, resources available include periodical indexing and full-text databases, ebooks, handbooks and encyclopedias, statistics, directories, images and music.

Periodical Databases

ABI/INFORM (business & management); **Academic OneFile**; **America, History & Life**; **ArtBibliographies Modern**; **AnthroSource**; **Catholic Periodical & Literature Index**; **Communication Abstracts**; **Contemporary Women's Issues**; **Education FT**; **ERIC** (education); **EthnicNewsWatch**; **JSTOR**; **Lexis/Nexis Academic**; **MathSciNet**; **MLA International Bibliography**; **New York Times** (historical); H.W. Wilson's **OmniFile**; **Oxford Journals Online**; **Physical Education Index**; **PsycInfo and PsycArticles**; **PubMed Medline**; **SAGE Premier**; Elsevier's **ScienceDirect**; **Social Sciences Citation Index**; **Sociological Abstracts**; **SpringerLink**; **Wiley- Blackwell Journals**.

Reference & Specialized Databases

Art Museum Image Gallery (images); **Biography Resource Center**; **BIP+** *Books in Print* with Reviews; **Classical Music Library**; **Ebrary** (40,000 ebooks); **Gale Virtual Reference Library**; **Literature Resource Center**; **Mergent Online**; **Oxford English Dictionary**; **Oxford Reference Online**; ProQuest's **Dissertations and Theses**; **STAT-USA**; **SAGE eReference**.

Circulation/Reserves

Faculty may borrow books for a semester, subject to recall by other borrowers. Materials that are required reading or otherwise in high demand may be placed in the Reserve Collections by the Library or faculty. There are two Reserve Collections: the Traditional Reserve Collection, located at the Circulation Desk and the Electronic Reserve Collection (ERes), which is accessible online. Placing items on reserve ensures that students have equal access to these materials. For more information, please see the *Reserves Services Guide*, or call (925) 631-4229.

Renewals

SMC faculty may renew books 3 times. Books may be renewed in person, by phone, or in Albert. In Albert, select "MyAlbertAccount/RenewBooks" on the menu. Enter your name and barcode number from the back of your ID/Library card. Follow the screen instructions to view currently checked out items and to renew items. To renew by phone, call (925) 631-4229 giving your name and the title of the book. Books that have HOLDS or RECALLS placed on them, or books which have a "Lost and Paid" or "Billed" status, may not be renewed.

Photocopying

Current SMC faculty, or a designated assistant, may use a faculty copy card to photocopy portions of non-circulating materials, such as reference books or journal articles. This card is for single copies only and can be requested at the Circulation Desk. (If more than 100 copies are needed, please contact a Circulation Supervisor at (925) 631-4229 prior to your visit.) To make duplicate copies, please call Duplicating Services at (925) 631-4374 and adhere to U.S. Copyright guidelines.

Document Delivery

Document Delivery is a service that provides copies of articles from journals available in the SMC Library. This service usually takes 1-2 working days from the date of request. Use ILLiad to request Document Delivery (see Interlibrary Borrowing below). If you wish to do your own photocopying, please ask to use the self-service faculty photocopy card available at the Circulation Desk.

Interlibrary Borrowing

Books that are not available either in the Library or via Link+ may be requested from other libraries from Interlibrary Borrowing services. Books are usually received within 14 working days, but may take longer depending on our ability to locate the book and the lending Library's response time. Articles that are not available in the Library or full text in our electronic database may be retrieved from other libraries and usually are obtained within 2-3 working days. When available, they will be sent electronically and posted to your ILLiad account on the Library's Home page. To request an item or for more information go to <http://library.stmarys-ca.edu> or contact the ILB manager at (925) 631-4840.

Access to Other Libraries

Library privileges for full-time faculty are available at the following libraries: UC Berkeley; Graduate Theological Union Library; John F. Kennedy University Library. Proof of full-time faculty status is necessary. Contact Sharon Walters, Head of Access Services, at (925) 631-4267 for further details.

Media Collections

Videos, CD, CD-Roms, and other media formats are available via Albert, the Library's online catalog. For alphabetical lists of titles, go to "How Do I..." on the Library's home page and select "Find a Movie." To recommend purchase of a media item, please contact the Librarian Subject Selector in your field.

Conference Room

The Conference Room may be reserved for use by SMC faculty; it may not be reserved as a classroom on an on-going basis. Faculty may book the room for student meetings and must be present for the duration of the scheduled event.

The Conference Room is reserved through the Administrative Assistants, Betty Bell-Amarant (X4667) and Chris Riedel (X4566), via Ad Astra. Collect the key to the Conference Room at the Circulation Desk.