

Partners in Learning

Dare to be wise; dare to ask

- The library is open approximately 95% of the days in a calendar year. Hours vary to accommodate the needs of traditional students, adult learners, summer students, graduate students, and faculty.
- The library is accessible in person, electronically, by phone, or by appointment.
- We reach students and faculty at home near and far with our 800 number, our web page with pass-worded databases, and our email for reference questions or interlibrary loan.
- We work with faculty to purchase instructional materials and to support instruction with reserves, interlibrary loan, in-class instruction, and personal consultations.
- For you: 90-day check-out plus renewal for books.



LIBRARY FACTS FOR FACULTY

TODD WEHR MEMORIAL LIBRARY
VITERBO UNIVERSITY



Sapere Aude

796-3269
800-848-3726 x 3270
www.viterbo.edu/library
reference@viterbo.edu

We have

- Computers and databases
- CDs and scores
- Books, journals, and videos
- Art exhibits
- Professional assistance

Reserves

Reserves include

- Heavily used books
- Videos needed on a certain date
- Your personal books
- Photocopies of articles

Processing your request may take 1 week during busy times. Tell your students that reserves are shelved under your last name, not by class title.

Review your reserves often.

- You can ask us to provide statistics on the use of each reserves item.
 - Between semesters inform the library what to remove and what you need for the next semester.
 - After the spring semester confirm your reserves before they are automatically removed from the shelves and returned to you.
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Liaison Program

- Communicate curriculum needs and library issues through your department liaison to your liaison in the library
- Collaborate with library staff to purchase books, videos, & CDs or recommend periodical titles
- Spend a discretionary departmental budget by Feb. 28.
- After Feb. 28 requests from all departments are pooled and processed in order of receipt until early April.

Instruction

Update your knowledge of library databases and resources.

- To request a consultation in your office or at the library, call your liaison or call Nancy at 3278.

Request instruction for your students—especially your beginning students or students engaged in research.

- Classroom instruction is tied to assignments and introduces students to databases and search strategies specific to their field..
 - Recommend that your students set up research consultations by appointment
 - Call Nancy at 3278
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Interlibrary Loan

Use **Interlibrary Loan** to support your research. Inform your students that they can request resources that the library does not own.

How to request a loan

- Stop at the main desk or call 3269
- Email reference@viterbo.edu with your citation.

Time and cost

- Interlibrary loans are processed quickly. Articles usually take less than a week. Books may take 10 days. Dissertations, videos, and conference papers are more difficult to get and may arrive later.
 - No charge for regular interlibrary loan
 - No charge for RUSH requests for faculty, distance students, or grad students.
 - Possible RUSH charges for undergraduates so urge them to submit their loan requests early.
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