

ADJUNCT FACULTY HANDBOOK

Library Services

The Sojourner Truth Library provides full service to faculty, students and staff during the months that classes are in regular session. Detailed information on the operating hours of the Library is printed in campus publications and is posted at the Library.

Special services include course-related library instruction, on-line database searches (for either, call the Reference Department, ext. 2212), an interlibrary loan system (please come to the office on the Main floor next to Reference), and microform reading and copying facilities (coin-operated) adjacent to the Main Reading Room.

Reserve book forms are available at the Circulation Desk for, and must be completed by, faculty who wish to place course materials on reserve. (Please check the card catalog to see whether the required item is held by the Library or has to be ordered. At least two months lead time is required if the book must be purchased.) Approximately four weeks are needed to process a normal reserve request.

Faculty as well as students must have a currently validated I.D. card in order to borrow library materials.

The basic loan period for books is four weeks; however, faculty may retain them till the end of the semester, unless recalled by the Library. Journals may be taken out only with the permission of the Circulation staff. A valid I.D. card is necessary to charge out material. Spouses can obtain a Library I.D. card at the Circulation Desk.

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