

## Your Library Liaison:



**Sue Gold**  
**Instruction & Liaison**  
**Librarian**  
**M.A.L.S.**

[sgold@webster.edu](mailto:sgold@webster.edu)

Telephone: 314-246-7812

Toll Free: 1-800-985-4279

Fax: 314-963-6082

Office— Room 223

2nd floor Emerson Library

### Helpful Phone Numbers

Circulation Desk: 314 968-6952

Reference Desk: 314 968-6950

Faculty Development Center x8683

Toll free: 1-800-985-4279

### Mailing Address

Emerson Library  
Webster University  
470 East Lockwood Ave.  
St. Louis, MO 63119

### Emerson Library Regular Fall/Spring Hours

Monday-Thursday: 8 am - 12 am

Friday: 8 am - 8 pm

Saturday: 8 am - 8 pm

Sunday: 12 noon - 12 midnight

### Reference Desk Hours

Monday-Thursday: 9 am - 10 pm

Friday: 9 am - 5 pm

Saturday: 10 am - 5 pm

Sunday: 1pm - 10 pm

Hours are subject to change. Call the  
Circulation Desk at (314) 968-6952  
for more information or check  
the library's web site  
<http://library.webster.edu>.

## Emerson Library Webster University



## Liaison Services

for the

## Art Department

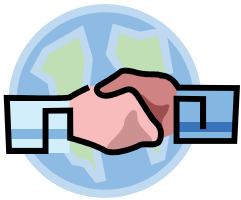
Fall 2009

**Webster University Library**  
<http://library.webster.edu>

## Liaison Services

A librarian is assigned to one or more academic departments on campus. I work with the faculty in my departments to:

- Build a quality library collection to meet departmental needs.
- Provide assistance finding information for research or teaching projects
- Promote information literacy
- Serve as a resource for questions or concerns about the library



## Ordering New Materials

Each year, the Library allocates a percentage of the library's budget to be used by your department to purchase books, e-books, DVDs, and other media for the library. Previews of media materials may be available under certain circumstances. To request the purchase of an item for the library collection, contact your department chair or the faculty member assigned to handle purchase requests in your area.

## **Spending Deadlines**

The following deadlines help to ensure that orders are placed in time to expend the funds by the end of the fiscal year:

- By **Nov. 15**, 50% of your library budget should be encumbered or spent
- By **Jan. 31**, 75% of the budget
- By **Mar. 1**, 100% of the budget

Departments are encouraged to select items for the collection **year-round**. The date of order placements determines which fiscal year budget will be charged.

## **Professional Journals**

New periodical subscriptions are considered in the spring. Please let me know if there are journal titles you would like the library to consider. Subscriptions are purchased from a central, not departmental, fund.

You can check our [Journal/ Magazine/Newspaper A-Z List](#) to see if a journal is available in the library or online. (Access: from the library home page <http://library.webster.edu>, click on [Articles / Databases](#) ).

Please contact me if you would like a list of the library's current print periodical subscriptions in your area .

## Online Databases

Library databases that support research in your field include:

- Art Full Text (Wilson)
- Art Index Retrospective
- ArtBibliographies Modern
- Oxford Art Online
- JStor

More databases: <http://library.webster.edu/databases/index.html>

New subscriptions are considered each spring. Please let me know if you are interested in a new database and I may be able to set up a trial subscription. Electronic databases are paid from a separate library account.

## **Library Instruction**

To arrange library training for your classes day or evening, contact me by phone or email.

The library has an electronic classroom with 24 student computers.

## **More Faculty Services**

The library offers services to assist you in your teaching and research, including:

- Interlibrary loan
- E-reserves
- Turnitin plagiarism database
- Faculty Research Service

Learn more about these services at <http://library.webster.edu/services/faculty.html>