

# Your Library Liaison



**Jodie Borgerding, MLS**

Instruction & Liaison  
Services Librarian

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314-246-7819

Toll Free: 1-800-985-4279

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Emerson Library - Office: #221

**Contact Jodie to arrange a  
library instruction session for  
your classes.**

## Helpful Phone Numbers

Circulation Desk: 314-968-6952

Reference Desk: 314-968-6950

Toll Free: 1-800-985-4279

Faculty Development Center x.8683

## 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: Noon - 10 pm

Hours change for holidays and breaks. Call  
the Circulation Desk at (314) 968-6952.

<http://library.webster.edu>

# Emerson Library Webster University



## Liaison Services For the School of Communications

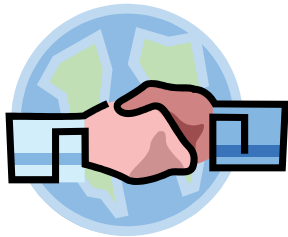


## Electronic and Photographic Media

## Liaison Services

Each professional librarian is assigned to one or more academic departments. I work with the faculty in my department to:

- Build a quality library collection to meet departmental needs.
- Promote information literacy
- Provide general assistance with finding information for research or teaching projects
- 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, electronic books (e-books), DVDs, and other media to support your teaching and learning. Previews of media materials may be appropriate and available under certain circumstances.

Contact me to request items for purchase for the library's collection.

## Spending Deadlines

The following deadlines help to ensure that orders are placed in time to expend all 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

Faculty are encouraged to select items for the collection **year-round**. The date the order is submitted to the library determines which FY budget is charged.

## Professional & Trade Periodicals

The library subscribes to about 25,000 periodical titles in print and/or electronically through our databases. You may browse or search the [\*Journal Magazine Newspaper A-Z List\*](#) to see if a journal is available in the library or online.

New periodical subscriptions are considered in the spring. Please let me know if there are any titles you would like the library to consider. Subscriptions are purchased from a central fund rather than by the department.



*Updated August 2009*

## Online Databases

Some of the Passports databases which support research for Electronic and Photographic Media include:

- Academic Search Premier (Ebscohost)
- AP Photo Archive
- Art Full Text
- Film Literature Index
- Project Muse

View an A-Z list of databases and subject listings at <http://library.webster.edu/databases/datalpha.html>.

Please let me know if you need help determining where specific information may be found online, or if you are interested in a new database. New database subscriptions are considered each spring and are paid from a separate library account.

## Library Instruction

Contact me to arrange library training for your classes day or evening. 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

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