

## Your Library Liaison:



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

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Telephone: 314-246-7812  
Toll Free: 1-800-985-4279  
Fax: 314-963-6082  
Office - Room 223  
2nd floor—South  
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: 1 pm - 10 pm

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

## Emerson Library Webster University



## Liaison Services for the English Department

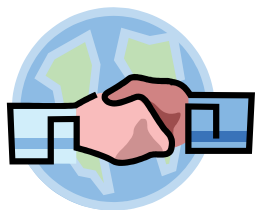
Fall 2009

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.
- 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 for the library. Previews of media materials may be available under certain circumstances.

To request 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 <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:

- Academic Search Premier
- JStor
- Literature Criticism Online
- Literature Resource Center
- MLA Bibliography
- Project Muse

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

New database subscriptions are considered each spring. Contact me if you are interested in a new database. I may be able to set up a trial subscription. Electronic databases 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
- Faculty Research Service

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