

# Your Library Liaison:



**Wendy Schlegel**  
M.L.S.  
Media Cataloger

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Toll Free: 1-800-985-4279

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My office is located in the Staff  
Only area on the 3rd floor near  
the elevator.

## Helpful Phone Numbers

Circulation Desk: 314-968-6952

Reference Desk: 314-968-9650

Faculty Development Center x8683

## 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: 9am - 5 pm

Saturday 10 a.m.—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  
the library's web site, at  
<http://library.webster.edu>.

# Emerson Library Webster University



**Liaison Services**  
for the

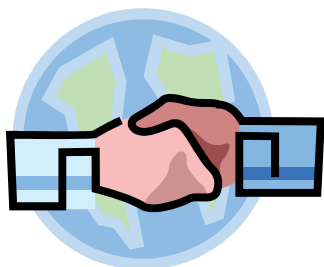
**Department of  
Philosophy**

<http://library.webster.edu>

## Liaison Services

A librarian is assigned to one or more academic departments on campus. As your liaison, I work with you to:

- Build a quality library collection to meet departmental needs.
- Promote information literacy
- Provide general assistance with finding information for research or teaching projects.
- Answer 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 the order is submitted to the library determines which FY budget is charged.

## Professional Journals

The library subscribes to about 25,000 periodical titles in print and/or electronically through our databases. You may browse our [Journal/ Magazine/Newspaper A-Z List](#) to see if a journal is available in the library or online. (Access: <http://library.webster.edu>, click on [Articles / Databases](#) ).

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.

## Online Databases

Library databases that support research in your field include:

- Philosopher's Index
- Routledge Encyclopedia of Philosophy
- Contemporary Women's Issues

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

New database 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.

## 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>

## Library Instruction

To arrange for library training for your classes day or evening, contact the Reference Desk x6950. The library has an electronic classroom with 24 student computers.