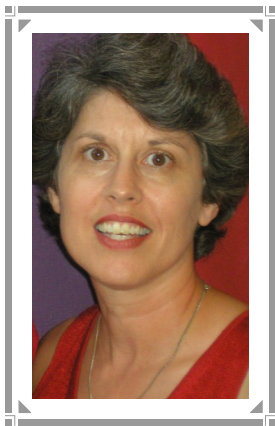


# Your Library Liaison



**Mary Anne Erwin,**  
M.A.L.S.  
Instruction & Liaison  
Services Librarian

314-246-7841  
*maerwin@webster.edu*  
1-800-985-4279  
Fax: 314-963-6082  
Office: #224 in the  
Reference Suite 2nd floor

## Helpful Phone Numbers

Reference Desk: 314-968-6950  
Circulation Desk: 314-968-6952  
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



**Street Address:** 101 Edgar Road

## 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

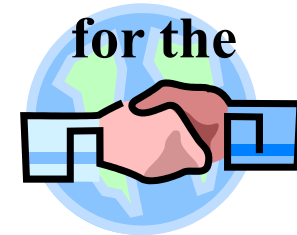
Monday-Thursday: 9 am - 10 pm  
Friday: 9 am - 5pm  
Saturday: 10 am - 5 pm  
Sunday: 1 pm - 10 pm

Hours change for holidays and breaks.  
Call the Circulation Desk for more  
information or check our web site, at  
[http:// library.webster.edu](http://library.webster.edu).

# Emerson Library Webster University



## Liaison Services for the



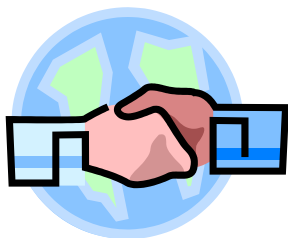
## School of Business & Technology

*Passports*  
<http://library.webster.edu>

## Liaison Services

Each professional librarian is assigned to one or more academic departments. As your liaison, I work with you to:

- Build a quality library collection in print and electronic formats to support faculty teaching and student learning
- Integrate library instruction and services into SBT courses at Webster home and extended campuses
- Find information for your teaching or personal research 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, electronic books (ebooks), DVDs, and other media to support your teaching and learning. **Previews** of media materials may be appropriate and available under certain circumstances.

Contact your department chair or 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.

## Journals & 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. (From Passports home <http://library.webster.edu>, click on **Look for: Articles / Databases** ).



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 Aug 2008*

## Online Databases

Some of the Passports databases which support research in the SBT include:

- ACM (Assoc for Computing Machinery) Digital Library
- Business Source Premier (articles)
- Mergent (financials)
- Value Line Investment Survey

An A-Z list of databases and subject listings are linked from Passports under **Look for... Articles / Databases**

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

To arrange library instruction for your classes contact the Reference Desk at x6950. The library's classroom (EC110) has 24 student computers which allows for hands-on training.

## 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 on Passports ~ **How do I...Access Faculty Services**