

## Your Library Liaison:



**Kathy Gaynor**  
M.A.L.S., M.Ed.  
Liaison Librarian

kgaynor@webster.edu  
314-246-7811

Toll Free: 1-800-985-4279

Fax: 314-963-6082

My office is located in the  
Reference Suite on the 2nd floor,  
south end near the elevator.

## Helpful Phone Numbers

Circulation Desk 314-968-6952  
Reference Desk 314-968-6950  
Faculty Dev Ctr 314-246-8683  
Toll-free 800-985-4279

## Mailing Address

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: 8am - 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 - 10pm

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

# Emerson Library Webster University



## Liaison Services

for the

## School of Education

<http://library.webster.edu>

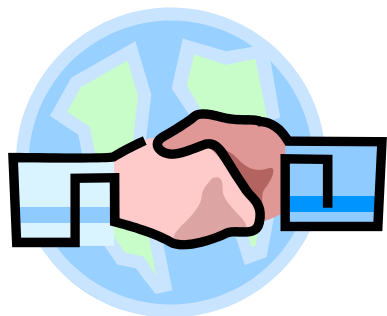
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## Liaison Services

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 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, 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 Passports 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:

- ERIC
- Mental Measurements Yearbook
- PsycInfo
- SocIndex

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

New database subscriptions are considered each spring. Please let me know if you are interested in a new database and we 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/howdoi/howdoifaculty.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.