

## REFERENCE AND RESEARCH SERVICES FOR FACULTY

### EMERSON LIBRARY, WEBSTER UNIVERSITY

At Webster University, the library's reference staff shares with the faculty a common mission: the education of undergraduate and graduate students. Information literacy plays a critical role in higher education, so reference service focuses on enabling our patrons to navigate the current dynamic research environment through instructional sessions, individual coaching, and web-based tutorials. We also recognize that there are times when researchers need help to find the information they're looking for, and we are pleased to give this assistance in person, on the telephone, or online. Since quality faculty research is critical to any university's claim to being a community of learning, we have specific services to assist you in your own academic projects.

#### I. Reference Support for Faculty Teaching

*We can*

- Offer a library instruction session tailored to the research needs of your class
- Help you create effective assignments using library resources
- Keep copies of your current research assignments at the reference desk so we can better assist your students
- Help you sort through copyright issues connected with making material available for classroom use
- Provide online tutorials in doing research in various subject areas
- Provide a bibliography of journals and reference sources in your subject area
- Offer reference assistance to your students in person, on the telephone, or through e-mail

Contact the Reference Staff for more information 968-6950.

#### II. Reference Support for Faculty Research

*We can offer:*

- One on one consultation with a research/liaison librarian to plan the project
- Identification of the sources that are most appropriate for your research
- Literature review using print and online sources
- Assistance with database searching or conduct searches on specific topics
- Help to navigate unfamiliar research environments involved in interdisciplinary research
- Finding improperly cited material that is hard to find
- Help with sorting through copyright issues connected with publishing your research

- With Faculty Development Center staff, assistance with incorporating emerging information technologies into your courses.
- We will now oversee clerical services for your research, including article copying, sorting, and scanning; requesting copyright permissions; and reference/bibliographic checking and style formatting.
- Note: Assistance for final manuscript preparation is out of the scope of our service.

To inquire about extended support for your research project, contact Will Soll, Reference Librarian, 961-2660 x7819 or [wsoll@webster.edu](mailto:wsoll@webster.edu) or Ellen Eliceiri, Head of Reference Services and Collection Development, 968-6951 or [eliceiri@webster.edu](mailto:eliceiri@webster.edu)

### III. Support for Acquiring the Sources You Need

- Contact the liaison (see separate sheet) for your department when ordering books, media and journals for the library and to suggest databases.
- Your departmental liaison will also contact you with suggestions for ordering books and other materials in your field

### IV. Faculty Services from Public Services

- Reserve Materials. To place print, audio, or video materials on reserve, use the form on the web page or contact the Circulation desk (314-968-6952). To place hardcopy materials on reserve in the library use the form on Passports or <http://library.webster.edu/reserves.html> To place reserve materials online through our E-reserve system, set up an initial account using the online E-Reserve application form on Passports <http://www.library.webster.edu/ereservesreg.html> For subsequent questions on E-reserves, contact Amy Boothe, Public Services Clerk, 961-2660, ext. 7889
- Interlibrary Loan. Interlibrary loan requests can be made through the Passports web page using our online form. If you have questions about InterLibrary Loan, contact Sara Fitzpatrick, ILL Coordinator, 961-2669, ext.7807 (
- Document Delivery: Document delivery requests can be made through the Passports web page using our online form <http://library.webster.edu/docorder.html>. If you have questions about Document delivery, contact Rick Kaeser, AV Document Delivery Assistant, 961-2660, ext. 7583 (
- Using Videos, CDs, DVDs, LDs and other media in the classroom. These requests can be made through the Passports web page using our online form. <http://library.webster.edu/avform.html> If you have questions, contact the Circulation Desk or Rick Kaeser, AV/Document Delivery Assistant, 961-2660, ext. 7583
- Turnitin: The library web page hosts the link to Turnitin, a database that helps you check for plagiarism. Use the links on our web page to apply for a Turnitin account and get started using it ( If you have questions about this process, see the available online help or contact LeAnne Balzer, Computer Technician, 961-2660, ext. 7530 ( Once you have your account set up, you can get answers to questions from Turnitin's online FAQs, instructor manual, and the Help Desk feature that can be accessed from your account.
- Charging Photocopies: Printing and photocopies may be charged to a departmental account

For questions about these services and additional services, please contact Ellen Eliceiri, 314-968-6951 or [eliceiri@library.webster.edu](mailto:eliceiri@library.webster.edu)