

Requesting Materials Through Interlibrary Loan

Faculty members may request that items not owned or available electronically through the Library be borrowed from other libraries through a service known as Interlibrary Loan. Submit ILL and document delivery requests electronically using the 'Interlibrary Loan' link on the Library web site. Copies of articles are delivered electronically so please include your email address. Because books are shipped by mail, please allow 2-10 business days for materials to arrive.

Faculty in New Castle should plan to pick up Interlibrary Loans at the Main New Castle campus or the Graduate Center Library Resource Room. E-mail delivery is an option available for articles. Just select Web Delivery as your delivery method on the ILL request form. Be sure to include your email address when placing this request.

<http://www.wilmu.edu/library/illrequest.aspx>

Contacting the Library

We encourage you to contact the Library in New Castle, Dover, and the Wilson Graduate Center for reference consultations, to make suggestions, to ask general questions, and to request materials. If you have any comments or questions for us please use the form below:

<http://www.wilmu.edu/library/feedbacklib.aspx>

A list of Library hours, telephone numbers and locations can be found on the Library website @

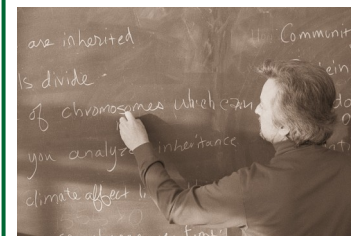
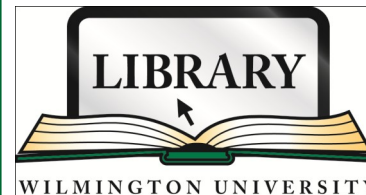
<http://www.wilmu.edu/library/locations.aspx>

*More helpful QuickGuides are
available from the Library website*

www.wilmu.edu/library/quickguides

For further information, please call

1-800-451-5724



Library Guide for Faculty

WILMU.EDU/LIBRARY

Library Guide for Faculty

Find Library Services Online

<http://www.wilmu.edu/library>

<http://www.wilmu.edu/library/facultyservices.aspx>

What Services are Provided?

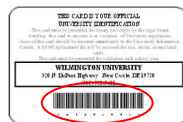
- Library Instruction
- Individual Library Assistance
- Library Reserves
- Faculty Videos & DVDs
- Library Information on Blackboard
- Suggest Library Materials for Purchase
- Interlibrary Loan
- Material Delivery

What Kind of Collection Does the Library Own?

Current total holdings number more than 100,000 items, including over 44,000 books, and bound serials, as well as over 5,000 eBooks and 300 audiovisual materials. In addition, the Library provides access to more than 18,000 print and electronic journals. Access to information is enhanced by more than 50 online databases, many of which are linked to full-text information in journals and reference books. Faculty members also have access to more than 1,000 faculty videos that the Library manages and distributes for instructional purposes.

Borrowing Materials

Faculty members will be provided a Wilmington University ID card. On the back of the card will be a barcode that can be used to borrow Library materials. All WU sites now process Faculty ID cards and printing the ID number on the card as a barcode. Faculty should contact their site administrator or the Faculty Development Office for information. Most books, audio tapes, audio CDs, and leisure reading books may be checked out for three weeks. Children's literature, video tapes and Interlibrary Loan items may be checked out for one week.



What Electronic Databases Are Available?

The Library subscribes to over 45 databases and electronic collections, which are accessible online from the Library website 'Electronic Databases' link. Off-campus users will be asked to log-in with their Blackboard Username and Password.

Some available Library Databases include:

- From **EBSCOhost**: CINAHL with Full Text, Academic Search Premier, PsycInfo, SocIndex, ERIC, Regional Business News, etc.
- From **ProQuest**: Criminal Justice Periodicals, Dissertations & Theses, and National Newspapers
- Other Databases include: CQ Researcher, Mergent Online, NetLibrary eBooks, Security Management Practices, SBRnet (Sports Business Research), Nursing Reference Center, Sage Journals, etc.

For a full list of available Electronic Databases visit, <http://www.wilmu.edu/library/accessoffcampus.aspx>

Library Instruction

Faculty may ask for library instruction for their students for any course. It can cover a general introduction to library services and resources, information for a particular assignment, or for information about discipline specific resources. Librarians can provide general instruction, or they can customize a session for a specific course or assignment. Instruction sessions can be done in the library or in the classroom. To schedule an instruction session please fill out the Library Instruction Form, or call the Library.

<http://www.wilmu.edu/faculty/forum/libraryassistance.doc>

Individual Library Assistance

Individual consultation with a Librarian is available. Librarians can provide you with an orientation to the Library, information about our resources and services, and suggestions or reviews of classroom research projects and assignments.

<http://www.wilmu.edu/faculty/forum/libraryassistance.doc>

Tri-state College Library Co-Op

As a member of TCLC, Wilmington University faculty, with a letter of introduction, may access and obtain borrowing privileges at regional academic libraries. View the list of libraries @:

<http://www.tclclibs.org/members>

Obtain a letter of introduction by contacting the Wilmington University Library.