



Faculty Information Sheet

Contact Information

Dr. Daniel Rubey, Dean of Library and Information Services; Dean's Office: 516-463-5940

Reference Desk: 516-463-5962 **Circulation Desk:** 516-463-5952 **Periodicals Desk:** 516-463-5002

Home page: www.hofstra.edu/library

Library Hours

Monday – Thursday: 8 AM – midnight (Reference desk closes at 11 PM)

Friday: 8 AM – 9 PM (Reference desk closes at 8 PM)

Saturday: 9 AM – 9 PM (Reference desk opens at 11 AM)

Sunday: 10 AM – 11 PM (Reference desk opens at 11 AM)

These hours apply while classes are in session during the Fall and Spring semesters. The Library is closed for certain holidays and has different hours during Intersessions and summer. Check the Web site for more detailed information.

Departments and Services

ACCESS SERVICES

➤ Circulation

- The loan period for faculty is six months from the date of checkout with one e-mail renewal. Faculty may have a maximum of 50 books checked out at one time.
- Faculty may authorize Student Assistants to borrow books for them by filling out a form available at the Circulation Desk, located on the main floor of Axinn Library. Please note that faculty are responsible for these books.
- Faculty may request on-campus book delivery of materials from Axinn Library. An online request form is available on the Library's Faculty Services Web page.
- **Call Sarah McCleskey (463-5076) with questions about Circulation.**

➤ Periodicals

- Periodicals are located on the ground floor of Axinn Library.
- Faculty may borrow a maximum of 5 periodicals for a period of 3 days.
- Student Assistant authorization forms must be filled out at the Periodicals Desk.
- Current issues are located in the open stacks.
- Faculty may enter the closed stacks by showing their Hofstra ID.
- **Call Sarah McCleskey (463-5076) with questions about Periodicals.**

➤ Reserves/E-Reserves

- Books from the circulating collection, as well as personal copies of books that we do not own, can be placed on reserve.
- Journal articles can be placed on reserve in paper format at the Circulation Desk or in electronic format through electronic reserves (E-Res). We can create links either to your own homepage or to a Blackboard course site. At the beginning of the semester, please expect a two-week turnaround time for E-Res and three days for paper reserves.
- **Call Sarah McCleskey (463-5076) with questions about Reserves.**

FILM AND MEDIA LIBRARY

- Hours: Monday – Thursday 8AM – 9PM, Friday 8AM – 5PM, Saturday 10AM – 4PM.
- The Film and Media Library, located in **Memorial Hall, Room 025**, houses a collection of approximately 7,000 items, primarily in VHS and DVD video.
- In-house facilities for the use of materials include one class screening room, two small-group viewing rooms, a dubbing/editing suite, and carrels for individual viewing and listening. Faculty may check out videos for 7 days.
- **To schedule the use of media materials or screening facilities, call 463-5986; for audio visual and computer projection equipment, call 463-5989.**

REFERENCE

- **The Harold E. Yunker Reference Library** contains a comprehensive collection of over 40,000 volumes, including encyclopedias, dictionaries, almanacs, indexes and abstracts, bibliographies, directories, biographical sources, and atlases.
 - The **Reference Desk** is located on the main floor of Axinn Library. It is staffed 93 hours per week during Fall and Spring semesters by library faculty, who provide research assistance to both students and faculty.
 - **Call Professor Deborah Dolan (463-4910) with questions about Reference Services.**

➤ **Electronic Resources**

- Hofstra subscribes to over 142 electronic databases that provide access to either citations or the full text of articles from scholarly journals. Currently, 32,000 e-books and 44,000 full text e-journals are available.
- These resources are available from faculty offices, from workstations within the library, and in most cases, from off-campus as well.
- **Call Professor Howard Graves (463-6429) with question about Electronic Resources.**

➤ **Library Instruction**

- The Library offers a rich instruction program with active learning opportunities that serves students at all levels. Our offerings include:
 - One or more instruction sessions designed to prepare students for specific assignments
 - Course-integrated workshops
 - One-credit courses (Library 1) taught as part of the First-Year Connections Program
- To schedule library instruction for your class, either submit an online Library Instruction Request form (www.hofstra.edu/Libraries/Axinn/axinn_library_instruction_request_form.cfm) or contact the Reference Desk.
- **Call Professor Ann Grafstein (463-5052) with questions about Library Instruction.**

➤ **Interlibrary Loan**

- The Library will attempt to borrow materials it does not own from another library.
- This service is available to any Hofstra student, staff or faculty member.
- To request material from Interlibrary Loan, you will first need to establish an account with Hofstra's electronic interlibrary loan service, **ILLiad** (illiad.hofstra.edu/illiad/Axinn/logon.html).
- Setting up an account involves assigning yourself a user name and password and entering some personal information and preferences. Unless you wish to make changes later, you will not need to enter this information again.
- **Call Professor Martha Kreisel (463-6528) with questions about Interlibrary Loan.**

➤ **Government Documents**

- **The John W. Wylder Government Documents Depository**, located on the second floor of Axinn Library, houses an extensive collection of print and electronic documents.
- Hours: Monday – Friday 9AM – 5PM, Saturday & Sunday Noon-5pm. When closed, help is available at the Reference Desk.
- **Call Professor Gina Martorella (463-4980) if you have questions about Government Documents.**

➤ **Curriculum Materials Center**

- Hours: Monday – Thursday 9AM – 9PM, Friday – Saturday 9AM – 5PM and 3 Sundays at the end of each semester.
- Located in Hagedorn Hall, the Curriculum Materials Center (CMC) holds a collection of instructional materials intended for the training of classroom teachers and other school professionals. Its holdings include materials at levels ranging from pre-kindergarten through grade 12, and consist of professional books, children's books, textbooks with teacher's guides and workbooks, realia, games, a picture file, pamphlets, videocassettes, educational software, and other classroom aids.
- **Call Professor Amy Catalano (463-5956) with questions or to schedule a class in the CMC.**

SPECIAL COLLECTIONS – GROUND FLOOR AXINN LIBRARY

- The ground floor of Axinn Library houses the **University Archives**, the **Rare Books and Manuscripts Collections**, and the **Long Island Studies Institute**.
- These special collections offer unique research opportunities for scholars and students alike.
- Because of the unique nature of these collections, the materials are restricted to in-library use only.
- LIBR 201, a graduate-level independent study course on original documents, is available.
- **Call Professor Geri Solomon (463-6407) with questions about Special Collections.**