Hofstra University Library
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
Homepage: www.hofstra.edu/library

Library Hours
Monday – Thursday: 8AM – midnight (Reference closes at 11 PM)
Friday: 8AM – 9PM (Reference closes at 8PM)
Saturday: 9AM – 9PM (Reference opens at 11AM)
Sunday: 10AM – 11PM (Reference hours from 11AM – 10PM)

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 Intersession and summer. Check the website 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.
• 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 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.

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 Martha Kreisel (463-6528) with questions about Interlibrary Loan.
The Harold E. Yuker Reference Library contains a comprehensive reference 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 always staffed by the reference library faculty, who provide research assistance to both students and faculty.

Call Paul Glassman (463-5963) with questions about Reference Services.

Hofstra subscribes to over 100 electronic databases that provide access to either citations or to the full text of articles from scholarly journals. Currently 15,000 e-books and 17,000 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.

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 (LIBR 001) 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 Ann Grafstein (463-5052) with questions about Library Instruction.

The John W. Wydler Government Documents Depository, located on the second floor of Axinn Library, houses over 200,000 print documents, 130,000 titles in microform, 1400 titles in CD-ROM, and over 50,000 USGS topographical maps.

Hours: Monday – Friday 9AM – 5PM. When closed, help is available at the Reference Desk.

Call Gina Martorella (463-4980) with questions about Government Documents.

Media Services, located in Monroe Hall, Room 016, houses a collection of approximately 6,000 non-print items, primarily in VHS video.

In-house facilities for the use of materials include four screening rooms, and carrels for individual viewing and listening.

To schedule the use of media materials or screening facilities, call 463-5986; for audio visual and computer projection equipment, call 463-5989.

The West Campus Library, located at 619 Fulton St., 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 in how to work with original documents is available.

Call Geri Solomon (463-6407) with questions about Special Collections.

The Curriculum Materials Center 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 – 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 Harriet Hagenbruch (463-5956) with questions or to schedule a class in the CMC.

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