

## APPENDIX C

### LIBRARY SERVICES

The University Libraries offer a wide array of services and resources from both the University Park and Biscayne Bay Campus locations. The combined holdings of the Libraries consist of over 1.4 million volumes and more than 9,000 journal subscriptions, including over 2,000 full text electronic journals.

**Electronic Access to the Library** - <http://library.fiu.edu>

The FIU Libraries' Web page serves as an electronic gateway to a myriad of library resources and services. Students and faculty can access the Web page from computers within the library buildings, in computer labs and offices on-campus, and off-campus from computers with an Internet connection.

Resources available electronically range from citation databases to electronic journals, full-text databases, reference materials, digital library materials, and more. Information on specific library holdings may be located in the library's online catalog - [WebLUIS](#). Over 250 article databases across the disciplines are available from various providers such as FirstSearch, RLG/Eureka, Cambridge Scientific Abstracts, and CIS Universe. In addition, more than 2000 full-text electronic journals and reference works such as encyclopedias and dictionaries are available to complement the database offerings.

Among the services accessible from the Libraries' Web page are online renewals, interlibrary loan, intercampus loan, and the Ask-A-Librarian e-mail form. These and other services may be requested under the "Forms" link.

#### **Borrowing library materials**

Your FIU photo ID card serves as your library card. Faculty members may borrow circulating materials from the Libraries for a period of three months. Although faculty is not charged overdue fines, they are expected to return or renew items by the due date. Items may be renewed online from the "Forms" link on the Web page. A replacement charge will be assessed for each item not returned within 30 days after the due date.

#### **Intercampus and interlibrary loan**

Intercampus and interlibrary loan services are available from both campus Libraries. Requests may be submitted in person in the library or online.

#### **Reserve materials and Electronic Reserves**

Faculty may place materials on reserve in either library for student use in specific classes. The reserve system is especially useful when large numbers of students need access to a limited number of copies. Reserve materials may be checked out for short periods of time, usually for use in the library only unless otherwise specified. Library

items or personal copies of materials may be placed on reserve. Audiovisual materials may also be placed on reserve.

Faculty is also invited to place materials on Electronic Reserve, or "E-Reserve." E-Reserve is a service that provides access to scanned electronic versions of reserve materials through the Library's Course Reserve catalog. Materials submitted to E-Reserves may include non-copyrighted works such as past tests and class lecture notes, as well as photocopied articles from magazines, journals, and newspapers. The library will secure copyright permission for copyrighted materials when required.

### **Information and Library instruction**

In 1999, the Faculty Senate voted to approve an Information Literacy Proposal that requires an information literacy sequence of instruction for all undergraduates. The Libraries seek to promote information literacy by educating students to understand the organization of knowledge, to gather data of all kinds using both print and information technology resources, and to evaluate the relevance and authority of information in all its forms.

Students will be given several opportunities for library instruction during their undergraduate career. Library instruction components are currently linked to the First Year Experience classes and English Composition courses to teach students basic research skills. Upper Division students may receive subject-specific research skills within Core courses in their discipline.

Faculty members are encouraged to speak with a librarian or schedule a library instruction session for their students when assigning research projects at both the graduate and undergraduate levels. Library workshops may also be designed for specific departments or faculty groups as requested.

### **Audiovisual section**

Resources in a variety of formats are available in the Audiovisual Department (e.g., art slides, music records and scores, micro-computer software, and videocassettes.) These materials are primarily available for in-library and classroom use. Some materials may be checked out for home use as well.

### **Adding books to the collection**

Additions to library collections may be requested through your departmental library representative either in paper form or electronically at <http://library.fiu.edu/collections/facpage.html>. Ask your library representative for the user ID and password for your department to use the Web form.

For more information on the FIU Libraries' collections, policies, or services, please visit the Libraries' Web page at <http://library.fiu.edu>.