

LIBRARY SERVICES

Issued: Unknown

Revised: September 1, 2004

Hours

September to April:

Monday to Thursday	8:45 a.m. - 11:00 p.m.
Friday	8:45 a.m. - 5:30 p.m.
Saturday	12:00 p.m. - 5:00 p.m.
Sunday	1:00 p.m. - 11:00 p.m.

May to August:

May

Monday to Friday 9:00 a.m. - 4:00 p.m.

June to mid-August

Monday to Friday 1:00 p.m. - 4:00 p.m.

Mid-August to September

Monday to Friday 9:00 a.m. - 4:00 p.m.

Closed the last two weeks of July and first week of August.

Collection and Access

Huron University College Library holds 155,000 volumes in the arts and social sciences and theology and subscribes to over 300 periodicals. The collection is designed primarily for undergraduate course work and research and to support the graduate programs in Theology. Huron University College Library's resources are augmented by the collections at the University of Western Ontario and the other affiliated colleges.

Catalogue records for the library's holdings are in shared on-line catalogue with Western Libraries and the other affiliated college libraries. This catalogue may be accessed from Huron and other campus libraries or from your personal computer at www.lib.uwo.ca

Circulation of Library Materials

Faculty members may borrow an unlimited number of circulating books from Huron University College library for a 120-day loan period. They may borrow periodicals and videos for short-term loans. Faculty are not charged fines for late materials with the exception of recalled items and replacement costs for lost or damaged items. Materials borrowed from other campus libraries will be subject to fines which will result in the suspension of privileges at Western Libraries. Huron University College Library will generally override these suspensions for faculty members. Faculty members should bring their University identification cards to check out materials.

For items not held at Huron University College or the University of Western Ontario, interlibrary loans may be requested online, using the RACER system, at www.lib.uwo.ca/ill

Reserves

The library operates a reserve collection of books and photocopied items in heavy demand for course-related readings. Faculty members may place materials on reserve for 2 hour, 1 day or 3 day loan periods. If an item to go on reserve is not owned by the library, faculty members should request that the library purchase the material, keeping in mind that it may take 2 or 3 months for an order to be filled. In order to ensure that reserve materials are ready for your courses in September, please hand in your reserve lists and items at least one week before classes commence.

Following are the procedures for placing material in the reserve collection:

- 1) Compile a list of items that you wish to have put on reserve, including authors, titles, and Huron University College Library call numbers. Indicate whether you want the item placed on 2 hour, 1 day or 3-day reserve. Prepare a separate list for each course, and include a copy of the course reading list or class schedule if available. Please note, that if the library owns more than one copy of a work, all copies will be put on reserve.
- 2) A photocopied excerpt from a book may be put on reserve if the book is out of print or if a single copy of the book would not serve the number of students in the class. If the library does not own a title requested for reserve, an order should be placed for the book and a photocopied excerpt used until the book is received. Photocopied excerpts may not exceed 15% of the work, or a single chapter which is 20% or less of the book.
- 3) Photocopied journal articles may be placed on reserve. One or two copies of each article should be adequate, unless the class is larger than 20 students. We are not permitted to put printouts of articles from electronic full-text databases on reserve. Please give your students the link.
- 4) For photocopied excerpts, please include complete bibliographic information for the source. You may submit a copy of the title page of the book or journal from which the photocopy was made, along with the photocopy.
- 5) Under our licence with CANCOPY, all photocopied excerpts submitted for reserve must be checked to make sure that the publishers of these articles or excerpts from books are not on the list of excluded publishers.

Book Selection

Selection of library materials is a collaborative effort involving the faculty and the library staff. The faculty is largely responsible for recommending the acquisition of publications within their areas of expertise. The library is responsible for monitoring and coordinating the development of the collection as a whole, for providing the faculty with bibliographic assistance and purchase suggestions and for ordering reference and interdisciplinary materials.

The objective of the library is to support the educational programme of the College by making available a core collection of course related materials. All materials should be selected with the sole aim of strengthening the resources available to students for the satisfactory completion of their course work.

Ordering Procedures

Each department within the College is given an annual budgetary allocation for the purchase of books for the library. As order requests are received the department chair will be kept informed of expenditures and encumbrances for this allocation. Individual departments may have methods of monitoring book orders, screening orders, assigning responsibility for subject areas and distributing funds among department members.

The librarian provides the faculty with materials to assist with book selection, such as publishers catalogues and reviews. To request a library purchase, the faculty member must fill out an order request card (available in the library) or annotate the item in the catalogue etc. with his/her initial, the related course number and a priority number 1, 2 or 3. Orders may be given to the Chief Librarian or Acquisitions department or submitted by e-mail to bschmitz@uwo.ca. The library staff would appreciate it if faculty members would check the library catalogue to determine whether or not the library already holds an item before placing an order request.

Providing funds are available, orders are generally filled within eight weeks and catalogued within two weeks.

Periodicals

The library will acquire only those serial publications, which directly relate to the courses, with titles that support more than one course being given preference. The availability of a periodical title at another library will be a factor in determining whether or not to add a title to the Huron collection. Faculty members requesting a new periodical should fill out a Periodical request form available from the Chief Librarian.

Reference Services

The Information Desk in the main public service area is staffed during most hours when the library is open. Reference staff can assist you in finding the information you need from quick facts to literature searches.

In addition to individual reference consultation, the librarians can provide instruction on the use of library resources for groups of students. Instruction can be arranged in the library or in the classroom and can be general or tailored to a particular discipline or course. Faculty members are encouraged to take advantage of this service to promote information literacy among their students.

Electronic Reference Resources

A large number of databases are available to faculty and students at Huron University College through the Western Libraries gateway under Research Resources.

Library Tours and Workshops for Faculty

For an informal tour of the library's facilities, contact Dawn Easton-Merritt at extension 235. She will also be pleased to provide instruction for individual faculty members on research tools, electronic databases, or using the Internet for academic research.

Other Services

- A monthly list of new acquisitions is available
- The Huron University College Library Web page includes links to selected Web sites and commonly used reference tools as well as E-mail reference service.

Library Staff Directory

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