

## Library Resources & Services for Faculty

University of St. Francis Library, 600 Taylor Street, Joliet, IL 60435

Library home page: <http://www.stfrancis.edu/lib/libindex.htm>

### Resources

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#### Find Journal Articles

##### Online Databases & Electronic Journals

The USF Library subscribes to 50+ online databases ranging from general to subject-specific and nearly 300 electronic journals. Online databases and electronic journals are available from any computer with Internet access any time of day and will provide full text articles from 6,000+ journals. From off campus you will be required to login to USF's web portal. For information about your web portal login, go to *Portal Login Information* located at <http://www.stfrancis.edu/aiss/portalpin.htm>

#### Find Books

##### USF's Online Catalog (I-Share)

Search our collection of 125,000+ books and AV materials available at the USF Library. Faculty may borrow books for the semester and AV materials for two weeks. In addition, I-Share allows you to search the collections of over 60 other academic libraries in Illinois. You can request materials from any of these libraries at no charge.

##### WorldCat

Provides records of books, AV materials, and journal titles available at libraries worldwide.

##### NetLibrary

2,000+ ebooks can be checked out and read online any time of day from any computer with Internet access.

#### Online Reference Tools

##### Tutorials/How do I?...

Step-by-step instructions for searching the online catalog, online databases, interlibrary loan, and much more are provided at this link.

##### Resource Guides by Subject

Resource guides are created by librarians and provide links to exceptional electronic resources in addition to recommending print indexes and reference books on numerous subjects.

##### Copyright Guide

All members of the USF community must adhere to the provisions of the United States Copyright Law. This online guide provides copyright basics for faculty and students.

### Need to Know...

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#### Library Home Page

<http://www.stfrancis.edu/lib/libindex.htm>

#### Library Faculty Page

<http://www.stfrancis.edu/lib/facservices.htm>

#### Database Passwords

Use your MYUSF web portal login to access the databases.

#### Contact a Librarian

**(A reference librarian is available every hour the library is open!)**

Reference desk 740-5041

Toll free (800) 726-6500

Email Ask-a-Librarian:  
[refdesk@stfrancis.edu](mailto:refdesk@stfrancis.edu)

#### Hours\*

See Library website for current hours

\*Hours vary during holidays and breaks.

#### Reminder

Please include the library's contact information on your syllabi.

## Services

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### Reference

A reference librarian is available every hour the library is open to answer questions and assist with research. Please contact us:

- Stop by the reference desk
- Call the reference desk at (815) 740-5041 or toll free (800) 726-6500
- Email Ask-a-Librarian (please allow a one business day response time): [refdesk@stfrancis.edu](mailto:refdesk@stfrancis.edu)

### Interlibrary Loan (ILLiad)

Interlibrary loan journal articles and books by registering on ILLiad and creating a personal username and password you will use to access the ILLiad request form. To receive articles via email (when available), use your USF email account. Please allow 2 weeks to receive interlibrary loan requests.

### Library Reserves

If you plan to use reserve materials in your classes, please remember to bring your materials to the library for processing **at least one week before** the students need to view them. Consider using e-reserves for your articles. Library staff will scan articles and they will be available to students on the online catalog any time of day from any computer with Internet access. For more information, please visit: <http://www.stfrancis.edu/lib/reserves/>

### Library Instruction

Library instruction provides students with an overview of library resources and services. A reference librarian will share research tips while demonstrating how to search the online catalog and online databases. Sessions range from general to subject-specific and can be tailored to assignments and class needs. Sessions are scheduled in St. Albert's Hall computer lab when available to give students hands-on experience. Please complete and submit the online instruction request form 2 weeks prior to the desired instruction date: [http://www.stfrancis.edu/lib/instr\\_request.htm](http://www.stfrancis.edu/lib/instr_request.htm)

### Proctoring

Proctoring services are available for individual students (not entire classes). Proctoring is available all hours the library is open. Please complete and submit the online proctoring request form at least 24 hours prior to the exam time: <http://www.stfrancis.edu/lib/proctorform.htm>

### Request Materials for the Library to Purchase

Orders will be processed as they are received and are subject to the approval of the Library Collection Development Committee and the Director of Library Services. To place an order, please visit: <http://www.stfrancis.edu/lib/acq.htm>

## Subject Specialists

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Your librarian to contact for purchases, research and general information:

### Lucia Testin

[ltestin@stfrancis.edu](mailto:ltestin@stfrancis.edu)  
740-3446

- Mass Communication
- Psychology
- Recreation Administration
- Social Work

### Terry Cottrell

[tcottrell@stfrancis.edu](mailto:tcottrell@stfrancis.edu)  
740-3476

- Business
- Computer Science
- English
- Library Science
- Philosophy
- Theology

### Julie Dahl

[jdahl@stfrancis.edu](mailto:jdahl@stfrancis.edu)  
740-5061

- Education
- History
- Mathematics
- Natural Sciences
- Political Science

### Gail Gawlik

[ggawlik@stfrancis.edu](mailto:ggawlik@stfrancis.edu)  
740-3449

- Fine Arts (Musical)

### Janet Gayle

[jgayle@stfrancis.edu](mailto:jgayle@stfrancis.edu)  
740-4292

- Fine Arts Visual
- Nursing
- Physician Assistant Program

### Carolyn Gudgeon

[cgudgeon@stfrancis.edu](mailto:cgudgeon@stfrancis.edu)  
740-5041

- Distance Programs
- Education